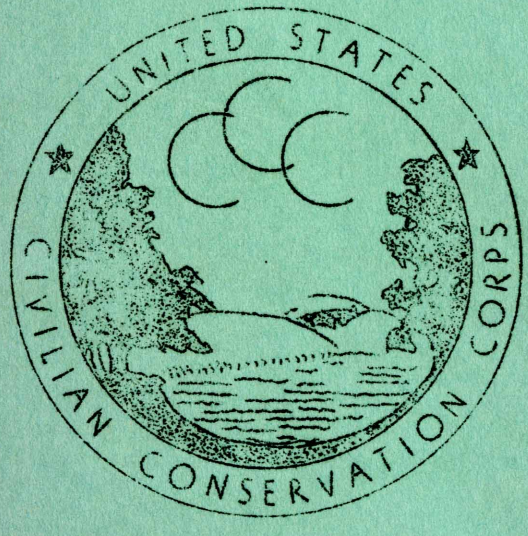
Thomas L. Metcalf

CIVILIAN CONSERVATION CORPS

MANUAL OF PROCEDURE GOVERNING SELECTION AND CERTIFICATION OF APPLICANTS



DEPARTMENT OF PUBLIC WELFARE

STATE OF INDIANA

FOREWORD

This manual has been prepared for the purpose of assisting the county departments of public welfare in the execution of their duties in connection with the selection and certification of CCC applicants for the Civilian Conservation Corps.

In Indiana, for the first time, this important function is being performed by a local agency, which is a part of an established welfare program. The county departments through CCC selection have another opportunity to serve the residents of their counties, and to have an important part in a program, which has and will so greatly benefit needy families through the allotments sent home by the enrollees. It has and will benefit the state and nation as a whole through the training and employment opportunities for young men and through the improvement of forest, park, and land resources.

This manual covers all National regulations, with policy restrictions for Indiana, and also attempts to furnish general information on the entire program. Sample forms to be used by the local selecting agents, with instructions for their use, have been included. Careful study and use of this manual will be of great assistance and guidance in making a qualitative selection.

The success of the CCC program has, and will depend largely upon the quality of the boys selected by the county departments of public welfare.

Virgil Sheppard

Virgil Sheppard
State Director of Selection
Civilian Conservation Corps

Indianapolis, Indiana
August 1, 1939

TABLE OF CONTENTS
FOR
MANUAL OF PROCEDURE
CIVILIAN CONSERVATION CORPS

CHAPTER I - INTRODUCTION

A. History
B. Purpose
C. Organization
D. Responsibility of Selecting Agency
E. Definitions of Terms
F. Basic Consideration

CHAPTER II - ELIGIBILITY

A. Marital Status
B. Citizenship
C. Age
D. Allotments
E. Unemployed and in Need of Employment
F. School Attendance
G. Physical Condition
H. Eligibility for Reselection
I. Ineligible Applicants for Selection and Enrollment
J. Maximum Length of Previous Service
K. Enrollment for Periods of Six Months
L. Exempted Enrollees
M. Veterans
N. Transient Applicants

CHAPTER III - SELECTION

A. Office Interview
B. Verifications Necessary Before Making Home Visit
C. Home Visit
D. Selection of Applicants Best Suited for Camp Experience from Eligible Group
E. Completion of Formal Application for Applicants Selected as Eligible
F. Notification to Selected Applicants of Date, Time and Place of Acceptance
G. Priority of Selection

CHAPTER IV - ALLOTMENTS AND DEPOSITS

A. For Enrollees With Dependents
B. For Enrollees Without Dependents
C. Changes of Allotment
D. Payment of Allotments
E. Importance of Naming Proper Allottee

Table of Contents (continued)

CHAPTER V - ORIENTATION

CHAPTER VI - ENROLLMENT

A. Quota
B. Requisitions
C. Procedure in Clearing Requisitions
D. Oath of Enrollment

CHAPTER VII - DISCHARGES

A. Types of Discharges
B. Procedure for Appeal from an Administrative or Dishonorable Discharge
C. Lost or Destroyed Discharges
D. Reduction and Verification of Discharges

CHAPTER VIII - MISCELLANEOUS

A. Allotment Payments
B. Routing of Correspondence
C. Publicity
D. Medical Care and Compensation
E. Transfers

CHAPTER IX - CCC RECORDS AND FILES

A. General Statement
B. Preliminary Application, CCC Form 1 (Revised)
C. Registration of DPW Form 2A (Revised), Register of Applications
D. Instructions for filling out DPW Form 2A (Revised), Register of Applications
E. The Index Card, DPW Form 3 (Revised)
F. Case Folder
G. Other Forms and Records
H. Certificate of Selection, CCC Form S210
I. Record on CCC Enrollees, CCC Form 2
J. Report of CCC Enrollment, CCC Form 3
K. Roster of CCC Junior Selectees and Report of Acceptance Operations, CCC Form 4
L. Forecast of Junior Applicants Available for CCC Enrollment, CCC Form 5
M. Junior Applicants, Eligible and Awaiting Selection, CCC Form 6
N. Letter to Selectee, CCC Form 7

CHAPTER I

INTRODUCTION

A. HISTORY

March 14, 1933, President Roosevelt sent to Congress a special message dealing with the forest situation and declaring that the abuse of commercial forest lands by private owners threatened the general welfare of the country. As a result of this message the Emergency Conservation Work was initially established under the provisions of an Act of Congress, approved March 31, 1933. By Executive order of April 5, 1933 the agencies for the administration of the program were determined. Just two weeks after the approval of the bill the first CCC Camp was established in Virginia; and by July 1, 1933, 310,000 men had been enrolled.

April 15, 1933, the Governor's Commission on Unemployment Relief was appointed by the Department of Labor, Washington, D. C., as the Selecting Agency in Indiana. The first quota, assigned April 18, 1933, was for 6,500 men.

The duties and functions of the Governor's Commission were transferred to the Department of Public Welfare as of April 1, 1939. At that time, the Department of Public Welfare became the Selecting Agency in Indiana.

B. PURPOSE

The Civilian Conservation Corps, which succeeded the Emergency Conservation Work, was established by an Act of Congress, approved by the President on July 28, 1937, "for the purpose of providing employment, as well as vocational training, for youthful citizens of the United States who are unemployed and in need of employment ..... through the performance of useful public work in connection with the conservation and development of the natural resources of the United States, its territories and insular possessions".

C. ORGANIZATION

A director, appointed by the President, by and with the consent of the Senate, has "complete and final authority in the functioning of the Corps, including the allotment of funds to cooperating federal departments and agencies, subject to such rules and regulations which may be prescribed by the President". The cooperating federal agencies are the United States Department of Interior, Department of Agriculture and Department of War.

The Department of Interior and the Department of Agriculture are responsible for the selection and planning of work projects on national forests, national parks, monuments, and other public domain, including lands where soil erosion control is being demonstrated, and for the supervision of the

men while at work. The Department of Agriculture also has general supervision over projects on state and private land (except state parks) and assists state authorities in the conduct of all work performed on such projects. The Department of Interior has similar power and responsibilities in connection with state park projects.

The War Department is responsible for the physical examination, enrollment, equipping, conditioning, transportation of enrollees, camp construction, command, supply, administration, sanitation, medical care, hospitalization, pay, welfare, and education at work camps. (The United States Office of Education acts in an advisory capacity to the War Department in the camp educational program.) The War Department is also responsible for a comparatively small number of work projects on certain military reservations and on certain flood-control work.

The Office of the Director, Civilian Conservation Corps, directs the selection and certification of all the men to be enrolled at the regular minimum cash allowance of $30.00 a month plus maintenance, except the veterans' contingent, which is selected by the Veterans' Administration.

D. RESPONSIBILITY OF SELECTING AGENCY

The Indiana State Department of Public Welfare has been designated by the Director of the Civilian Conservation Corps as the State Selecting Agency. The State Selecting Agency directs the selection process so that the selection procedure is uniform throughout the State.

1. Functions of State Selecting Agency

The State Selecting Agency directs the selecting process. It transmits instructions from the Director of the Civilian Conservation Corps to the local selecting agents, receives state requisitions after they have been cleared between the Director of the CCC and the War Department, apportions the state requisition among the several counties, receives reports from the local selecting agents and submits reports to the Director of the CCC, maintains adequate records of active and discharged enrollees, makes recommendations on requests for changes of allotments, and cooperates with federal, state, and local agencies in performing its functions as State Selecting Agency.

2. Functions of Local Selecting Agents

Local Selecting Agents affiliated with the State Selecting Agency, receives applications, determines the relative need of applicants and their allottees, selects and certifies applicants in accordance with rules and regulations established by the Director of CCC, as transmitted to them by the State Selecting Agency, makes reports to the State Selecting Agency, cooperates with local public and private agencies in securing eligible applicants, investigates and reports to the State Selecting Agency requests for change of allottee, verifies

changes of addresses and offers of employment, assists company commanders in returning enrollees to their company who have gone absent without leave, and maintains adequate local records of active and discharged enrollees and of eligible applicants available for enrollment.

(a) Local selecting agents, acting as agents of the State Selecting Agency, have the sole responsibility for the proper selection and certification of junior applicants.

(b) Successful selection depends largely on the understanding and interest of the local selecting agents and their willingness to regard CCC selection work as a day to day responsibility, and not as a quarterly assignment.

E. DEFINITIONS OF TERMS

1. Acceptance

The receiving of acceptable selectees, duly certified for selection by the local selecting agents, at points mutually convenient to both Army authorities and the State Selecting Agency is the function of the Army authorities. The application papers are checked by CCC acceptance officials and in most instances preliminary physical examinations are conducted of such numbers of selectees as are authorized to be accepted.

2. Allotment

That portion of an enrollee's cash allowance, which is sent monthly to his needy dependents to assist them in maintaining a normal or average standard of living.

3. Allottee

The recipient of a monthly allotment, named voluntarily by the applicant for selection, subject to the approval of the local selecting agents.

4. Applicant for selection

An unemployed young man who has contacted his local selecting agent to request that his application be made a matter of record and his qualifications for enrollment be verified.

5. Application completed

A verified record of the local selecting agent (which may include supporting documents) definitely establishing that an applicant is qualified and eligible to go forward for physical examination, acceptance, and enrollment. Completed applications are kept active during the interim between quarterly enrollment periods and constitute the

reservoir from which final selections are made in sufficient numbers to fill the requisitions assigned by the State Selecting Agency.

6. Application pending

A record of personal data concerning an applicant for selection which is in the process of verification by the local selecting agent as to the qualifications and eligibility of such applicant to be enrolled in the Civilian Conservation Corps. The applications of those who cannot fully qualify because of a removable or remedial contingency may be held over in the pending file in the discretion of the local selecting agent. The applications of those clearly ineligible will not be retained in the pending file.

7. Dependent

For the purpose of CCC selection, dependents shall be defined as those members of an applicant's family who, without the allotment of a portion of his monthly cash allowance as an enrollee, would be unable to maintain a normal or average standard of living and who, due to financial limitations, are unable to provide the enrollee with opportunities for attaining experience and training comparable to those available through Civilian Conservation Corps.

8. Deposit

That portion of an enrollee's cash allowance which is retained by the Chief of Finance, War Department, for repayment normally upon completion of enrollment. Required for enrollees without dependents.

9. Elopement

Applicants who have passed their physical examination, but who eliminated themselves before signing their "Oath of Enrollment" which actually makes them members of the Civilian Conservation Corps.

10. Enrollment

This is a function of the Army authorities. The final phase of the qualifying process precedent to membership in the Corps, including physical examination of selectees certified to Army authorities by the Selecting Agency and the induction of accepted selectees into service by administering to them the oath of enrollment. (Acceptance and enrollment may be accomplished separately or at one operation.)

11. Local Selecting Agent

A member or local organization designated by the State Selecting Agency, to carry on the functions and responsibility of the selection of the CCC applicants in each county of the State. Local selecting

agents are directly responsible to the State Selecting Agency, but have the sole responsibility for the proper selection and certification of junior applicants.

12. Junior Enrollee

An enrolled member of the Civilian Conservation Corps selected and certified for enrollment through the facilities of a State Selecting Agency. This classification includes both those unmarried members of the Corps, who are between the ages of 17-23, and a maximum of ten members per company, including five project assistants, who, under certain circumstances, may be exempt from the legal requirements governing maximum age, marital status, and maximum service.

13. Reenrollment

This is a function of the Army authorities. The process of continuing in service for another 6 months' enrollment period, without separation from the Corps or termination of enrolled status, those qualified enrollees who have successfully completed one or more regular enrollment periods. This is accomplished at the camp without reference to either State or Local Selecting Agency.

14. Reinstatement

The restoring of a discharged CCC enrollee to active enrolled status by the Corps Area Commander without reference to either the State or Local Selecting Agency. Reinstatement is limited in purpose to correction of errors in the administration of discipline by the War Department and may be accomplished at any time.

15. Reselection

This is a function of the local selecting agents. The process of determining the qualifications and eligibility of an applicant for enrollment who has previously been a member of the Civilian Conservation Corps.

16. Selection

This is a function of the local selecting agents. The process of taking initial applications for CCC enrollment, determining qualifications of applicants according to fitness, character, and minimum standards of eligibility as set forth by the Director of the Civilian Conservation Corps and the State Selecting Agency, and certifying as to the qualifications and eligibility of men in such numbers as are required to be presented to Army authorities for physical examination and completion of enrollment.

17. State Selecting Agency

A State Organization designated by the Director of the Civilian Con-

servation Corps to carry on the functions and responsibility of selecting junior applicants for enrollment in the CCC.

F. BASIC CONSIDERATION

1. Type of Men Wanted for the CCC

The Corps wants, as enrollees, young men of purpose, ambition and character. Such men are best able to contribute to and profit by the experience of camp life. Men should be selected who will be able to adjust themselves readily to camp life, follow instructions on the job, and take advantage of the job training, educational and leisure time opportunities afforded them through enrollment. The success of the Corps clearly depends upon the quality of its enrolled personnel. It is, therefore, the important and continuing responsibility of every CCC selecting agent to contribute to the effectiveness of the Corps by selecting the best available men.

2. Application Voluntary

While the work and training opportunities of the Corps should be presented adequately and attractively, application for CCC enrollment is entirely voluntary and coercion or pressure must not be used to persuade a person to make application. The local selecting agent should have every assurance that the applicant is both willing and eager to enroll before making final selection. Enrollment in the Corps is a privilege, not a duty; and, although it often enables the young man substantially to assist his family, he should not be compelled to enroll in order to support his family; that, too must be an earnest and voluntary desire of the applicant. No man can obtain maximum advantage of the work experience, the education and recreational opportunities offered by the Corps unless he enrolls of his own free will.

3. The CCC is Not a Military Project

It should be emphasized that the Civilian Conservation Corps is not in any respect a military project. The machinery of the United States Army is used because it provides the most convenient and effective method of administering certain phases of this large program, including the quarterly enrollment of thousands of young men throughout the country. A man does not enlist in the Army when he enrolls. The CCC enrollee remains a civilian throughout his entire term of service; he receives no military instructions nor does he become liable to military law.

4. No Discrimination

The basic CCC law provides that "no person shall be excluded on account of race, color, or creed .....". Applications should be accepted from young men who desire to be enrolled, their eligibility verified and the

question of acceptance or rejection of the application decided on the merits of the individual case. In addition, no discrimination is to be made on account of political party affiliation. The process of local selection should be entirely free from all outside influences.

CHAPTER II

ELIGIBILITY

A. MARITAL STATUS

Applicants must be single. A widower or divorced man is unmarried. A man separated from his wife, but not legally divorced is married. A man who is unmarried at the time of his application for enrollment, but who marries before being enrolled thereby becomes ineligible. An enrollee who marries during his period of enrollment will be discharged at the end of his enrollment period.

B. CITIZENSHIP

Unless the applicant is an American citizen by birth, he is not eligible for CCC selection until final naturalization papers are completed. This should be verified by his certificate of citizenship.

C. AGE

Applicants must be between the ages of seventeen and twenty-three and one-half years.

1. A man is eligible from the time he reaches his seventeenth birthday up to twenty-three and one-half years of age. At the time of enrollment, therefore, the applicant must be not less than seventeen years and during the entire six months' period of enrollment he must remain less than twenty-four years of age. The age of the selectee on the day on which he takes the oath of enrollment will govern his eligibility so far as age is concerned. In case an applicant appears to be less than seventeen or more than twenty-three and one-half years of age, evidence of his true age may be required by Army authorities at the point of acceptance. The age of every applicant must be verified by the local selecting agent, at the time the applicant makes application, by birth certificate, baptismal record, or other official record. Applicants should be required to bring verification of their birth with them at the time the preliminary application is filled out.

2. Preference is to be given for junior enrollment to mature applicants who have passed their eighteenth birthday. This is not to be interpreted as restricting the receipt of applications from the 17 year old group, but explanation should be made to each applicant that first selections are to be made from qualified older applicants.

3. The basic law provides exemption as to age for one leader, one mess steward, three cooks per company, and for five project assistants. (See Section L of this Chapter).

D. ALLOTMENTS

Enrollees with dependents are required by law to make a monthly allotment of a portion of their cash allowance to such dependents. Monthly allotments shall be not less than $22.00. (For a full understanding of the importance of allotments in determining eligibility for selection, it is essential that Chapter IV of this manual be read carefully.)

E. UNEMPLOYED AND IN NEED OF EMPLOYMENT

For the purpose of CCC selection the phrase "unemployed and in need of employment" shall be understood to cover unmarried junior applicants otherwise qualified by age, citizenship, fitness, and character; not regularly in attendance at school; not possessing regular or full-time employment; who need the employment, the job training, the educational and other opportunities offered by the Civilian Conservation Corps; and who themselves, or whose families, due to financial limitations, are not in a position to secure or provide comparable experience and training. Unpaid family workers in a family business or on a farm, in cases where their services would normally not be needed in the conduct of the business or farming operations, may be considered unemployed in the discretion of the local selecting agent.

1. There is no regulation prohibiting the enrollment of more than one member of a family. The number enrolled from a given family depends on the need of that family for additional income to permit it to maintain a normal standard of living.

2. The ruling issued by the Works Progress Administrator that "the enrollment of a member of a family group in the Civilian Conservation Corps shall not preclude the employment of some other member of the same family group on any project financed in whole or in part from funds appropriated under the Emergency Relief Appropriation Act of 1938", is interpreted to permit Civilian Conservation Corps enrollment after another member of a family has been employed on a WPA project, if the family is in need of additional assistance in order to permit it to maintain a normal standard of living.

F. SCHOOL ATTENDANCE

No applicant who is regularly attending school or on vacation from school may be permitted to present himself as unemployed for the purpose of CCC selection. Any local questions as to the interpretation of this item should be resolved in conference with local school officials.

G. PHYSICAL CONDITION

Selectees must be able to perform ordinary labor without injury to themselves, subject to the condition that all selectees must be free from disease (including venereal diseases) which will constitute a menance to the health of the other members of the Civilian Conservation Corps. No,

applicant should be selected for enrollment if there are any physical or mental conditions which would make it impossible or inadvisable for him to attempt hard physical labor. For example, a cripple, a man with a bad heart condition, or a man with communicable disease cannot be selected; nor should any man be selected who has a history of mental derangement.

Appendix II of War Department Regulations, CCC, December 1, 1937, in reference to standards of physical examination for applicants for CCC enrollment includes, among others, the following conditions as reason for unconditional rejection:

1. Applicants with contagious infections of the mouth will be rejected.

2. Long-existing skin diseases or long-existing ulcers of the skin which are so severe or so disfiguring as to incapacitate the applicant.....

3. Loss of both thumbs.

4. Loss of more than 2 entire fingers of 1 hand.

5. Amputation of extremities in excess of those already cited.

6. Less than 60 inches in height.

7. Less than 107 pounds in weight.

8. A height of more than 78 inches.

9. Overweight which is greatly out of proportion to the height if it interferes with normal physical activity.

10. Eyes-Ears. Applicants should be able to see fairly well and have comparatively good hearing. Blindness in one eye not due to progressive organic change with vision of less than 20/100 in the other eye will be cause for rejection. Deafness in one ear with less than 15/20 hearing in the other ear will definitely disqualify an applicant.

11. Dental Requirements. No applicant will be accepted unless he has a minimum of three serviceable natural masticating teeth above and three below opposing, and three serviceable natural incisors above and three below opposing. Therefore, the minimum requirement consists of a total of six masticating teeth and of six incisor teeth, all of which must be so opposed as to serve the purpose of incision and mastication.

Definition of Terms Used

a. The term "masticating teeth" includes molar and bicuspid, and

the term "incisor" includes incisor and cuspid teeth.

b. A carious tooth with one or more cavities which can be restored by filling is to be considered as a "serviceable natural tooth".

c. Teeth which have been satisfactorily restored by crowns or replaced by dummies attached to bridge work will be considered as "serviceable natural teeth", when the history and appearance warrant such assumption.

d. A tooth is not to be considered "a serviceable natural tooth" when it is involved with excessively deep pyorrhea pockets, or when its root end is manifestly affected with an infection that has or has not an evacuating sinus discharging through the mucous membrance or skin, or when it fails to enter into serviceable occlusion with the opposing tooth.

H. ELIGIBILITY FOR RESELECTION

If otherwise fully qualified under the provisions of eligibility requirements, a former enrollee may be reselected for enrollment in the Civilian Conservation Corps, provided that:

1. He was honorably discharged from each preceding enrollment. If any previous discharge certificate bears one of the following notations, the applicant is <u>not</u> eligible for reselection.

   a. Not considered worthy of reenrollment.
   b. Administratively discharged.
   c. Dishonorably discharged.

2. He has been discharged from the Civilian Conservation Corps for at least six full months, except:

   a. That a junior who has been honorably discharged because of physical disability not the result of his own misconduct, and who has since overcome such disability, if otherwise qualified, is eligible for reselection at any subsequent enrollment period.

   b. That a former enrollee, the type of whose discharge has been changed by the Corps Area Commander from administrative or dishonorable to honorable, if otherwise qualified, is eligible for reselection at any subsequent enrollment period.

   c. That a junior enrollee previously discharged because of maximum age or total length of service and who thereafter is desired for enrollment in the group of ten exempted men per company, is eligible for reselection at any subsequent enrollment period.

d. Discharge certificate for those reselected must accompany the application which is presented to the examining officer at the acceptance station. Failure to present the discharge certificate will be cause for rejection.

3. Applicants who have been selected and failed to report at the acceptance station for examination and acceptance, and applicants who have passed the physical examination, but eliminated themselves before reaching camp, (elopement) should not be selected during a subsequent enrollment, unless the reason given by the selectee for such action meets with the approval of the local selecting agent.

I. INELIGIBLE APPLICANTS FOR SELECTION AND ENROLLMENT

The following groups of persons are not eligible for selection and enrollment. If certified and enrolled, they will be recommended for immediate discharge. Since the certification of ineligible men causes an unnecessary expense to the Government, keeps eligible applicants from enrolling and results in disappointment to the enrollees who are discharged, such certification should be kept at a minimum.

1. Former members of the CCC who have received a dishonorable or an administrative discharge, or who have been discharged less than six months with the exceptions noted in Section H, Item 2 of this Chapter.

2. Honorably discharged former members whose certificate of discharge bears the notation, "not considered worthy of reenrollment".

3. Men with a history of mental derangement.

4. Civil law enforcement officers, such as justices of the peace, sheriffs, game wardens, and their deputies.

5. Members of the National Guard.

6. Persons in regular attendance at school or who are on a vacation from school.

7. Men under conviction for crime and serving sentence therefor, including those on probation or parole, and those who have been granted a pardon or release from probation or parole for the express purpose of permitting enrollment in the CCC. These regulations must be fully observed by all local selecting agents.

   a. Probation or parole includes those under sentence or court order as a result of felonies, misdemeanors, and juvenile delinquencies. A court order involving juvenile dependency as distinguished from delinquency is no bar to selection.

b. Pardon or release from probation or parole is not to be sought for the specific purpose of immediate selection and enrollment and made contingent upon such selection and enrollment.

8. Persons who have been convicted by a civil or military court of an offense which may be punishable by death or imprisonment for a term exceeding one year.

J. MAXIMUM LENGTH OF PREVIOUS SERVICE

A junior enrollee is not eligible for reselection if his total previous service exceeds eighteen months subsequent to July 1, 1937, unless he is reselected or certified as one of the ten exempted men per company. The purpose of this requirement is to assure that a new enrollment of six months will not result in exceeding the two year maximum term of service imposed by law.

K. ENROLLMENT FOR PERIODS OF SIX MONTHS

All applicants should understand that enrollment periods are six months in length. When an applicant is selected for CCC enrollment, he should consent to remain a member for at least six months, with the understanding that, if he receives better employment or is urgently needed at home, he may be released from his enrollment before expiration of the six months' enrollment period. This requirement is made because early discharge from the Corps is expensive to the Government, prevents the enrollee from receiving maximum benefits of enrollment and creates a vacancy that must remain unfilled until a succeeding enrollment.

L. EXEMPTED ENROLLEES

1. Leaders - Stewards - Cooks

The CCC law provides for exemption as to marital status, maximum age, and maximum service in the case of one leader, one mess steward, and three cooks per company. Selection or reselection of any men under these exemptions will be made only upon specific request from authorized representatives of the War Department to the State Selecting Agency, and by the State Selecting Agency to the local selecting agent. An exempted enrollee will be charged against the junior enrollees quota, and sent forward to acceptance station with regular selectees unless otherwise specified. The notation "exempted" should be made on the top left hand corner of the certificate of selection in red ink or with red pencil.

Note: The rule requiring 6 months waiting period before reselection of junior enrollees is waived with regard to junior enrollees previously discharged because of maximum age or total length of service and who thereafter are desired for enrollment in the CCC as exempted enrollees.

a. Cooks are normally chosen from enrollee ranks, however, if no suitable men can be found in existing CCC companies, they are requisitioned from the State Selecting Agency in the same manner as juniors are requisitioned. It will then be the responsibility of the State Selecting Agency to secure the best qualified cooks available and the State Selecting Agency will requisition same from the local selecting agents. Cooks will be selected in the same manner as other juniors, but local selecting agents should be very careful to determine whether the applicants are genuinely able to cook for large groups of men.

b. Rates of pay of cooks. Apprentice cooks receive the same monthly cash allowance as junior enrollees, or $30.00 per month, until they qualify and are rated as second cooks at $36.00 per month, or first cooks at $45.00 per month.

2. Project Assistants

The Act establishing the Civilian Conservation Corps has been amended to authorize the enrollment of five "project assistants" per company without regard to the normal junior enrollee requirements as to age, marital status or length of previous CCC service. An administrative ruling confines the selection and enrollment of project assistants to five per each junior company. State and County quotas, and requisitions for replacement within these quotas will not include project assistants.

a. The Director of the CCC has delegated to the Department of Interior and Department of Agriculture the responsibility for:

1) Accepting applications for project assistants.

2) Making final selection and certification for the enrollment of all project assistants.

b. The camp superintendent, or other field officer designated by the Departments of Interior and Agriculture to make selections of project assistants, forwards the application forms for verification in triplicate to the State Selecting Agency of the State in which the applicant claims residence. The State Selecting Agency secures the necessary verification from the local selecting agent.

c. When camp superintendents or other field officers, designated by the Departments of Interior and Agriculture, take applications and recommend men for selection as project assistants, fitness for the work to which the project assistant will be assigned will be the sole governing consideration, assuming the applicant to be legally and administratively qualified.

d. The local selecting agent should make an immediate investigation to verify the information on the "Application for Enrollment of Project Assistants" requested in paragraphs 1, 2, and 3 below,

and report on the applicant's eligibility to the State Selecting Agency so that such applicants may be enrolled during the regular enrollment period. Since verification of eligibility must be cleared with the War Department and the Technical Agencies before the end of the regular enrollment period, prompt verification of eligibility is necessary. The local agents will verify and report to the State Selecting Agency whether the applicant:

1) Is unemployed and in need of employment. In this connection the following definition of this term shall apply: "For the purpose of selecting project assistants the phase 'unemployed and in need of employment' shall be understood to cover applicants--otherwise qualified by citizenship, fitness and character--not regularly in attendance at school; not possessing other regular or full-time employment; who need the employment and other opportunities offered by the Civilian Conservation Corps."

2) Has dependents. If the applicant has dependents he will be required, under the term of the CCC Act, to make an allotment to those dependents, in order to be eligible for selection and enrollment. If the applicant has no dependents and is otherwise qualified for selection and enrollment, he will then be eligible to make a deposit in lieu of an allotment. A certification indicating the dependency status of the applicant will be made by the State Selecting Agency in Section 5 of the project assistant application after a report is received from the local selecting agent.

3) Is a citizen, has no disqualifying previous court record, is not a civil law enforcement officer or a member of the National Guard.

4) A former member discharged because of age or total length of service is eligible for reselection as a project assistant at any subsequent enrollment period as one of the ten enrollees exempted from such limitations.

e. A copy of the "Application for Enrollment of Project Assistants" will be sent to the local selecting agent so that the visitor may have the necessary information for making the investigation. The selecting agent should not sign the application, but should return the copy to the State Selecting Agency with a report on the eligibility of the applicant.

f. One copy of the application memorandum will be kept in the State Office, and the other two copies sent to Headquarters Fifth Corps Area. The original and duplicate copy will then be forwarded to the camp superintendent or other field officer as designated, who

originally accepted the application for final selection. If the application is then in order and no exceptions have been taken to the eligibility of the applicant, final selection may be made by the camp superintendent, during the regular designated enrollment period, except when a company is received from another corps area, then the period for project assistant enrollments will terminate 20 days subsequent to the arrival of the company in the Corps Area of destination. The original application will be turned over to the company commander, and a copy retained in the files of the technical agency. Project assistants will not count as part of local junior enrollee requisitions.

1) The State Selecting Agency will be notified of the final enrollment of each man who is enrolled as a project assistant, and this information will be transmitted to the proper local selecting agent.

3. Reclassification of Junior Enrollees as Project Assistants.

Upon recommendation of the project superintendent and concurrence of the company commander, a junior enrollee or one of the five exempted enrollees in the company may be reclassified as a project assistant, provided a vacancy therefor exists. Such reclassification may be made at any time and without further certification by the State or Local Selecting Agency. In each such case, however, the project superintendent will prepare and certify an Application for Enrollment of Project Assistant, submitting the original and triplicate copies to the company commander with request for reclassification, the original copy of this form will be attached to the prior junior enrollee application form for the enrollee concerned, and the triplicate copy will be forwarded to the State Selecting Agency.

a. When such notice of reclassification is received by the State Selecting Agency, the information will be transmitted to the local selecting agent.

M. VETERANS

The Veterans' Administration has charge of selecting all veterans for enrollment in the Civilian Conservation Corps. Mr. John Ale, Manager, Veterans Administration, West Riverside Drive and 26th Street, Indianapolis, Indiana, is the State Selecting Agent. Applications must be secured through Mr. Ale's office and referred to him for determining the eligibility of the applicant. Application blanks and instructions will be promptly furnished to interested veterans upon written application to Mr. Ale's office by letter or postal card. They cannot be furnished in bulk to individuals or organizations for distribution. Veterans need not be receiving relief in order to be eligible for reselection. They must be unemployed and in need of employment. They must conform to all

requirements for junior enrollees, except as to age and/or marital status. They must allot a portion of their pay to dependents if they have dependents. The physical requirements are the same as for junior enrollees. Enrollment of veterans takes place during quarterly enrollment periods identical to those for junior enrollees. Following is a definition of War Veteran, for the purpose of the Civilian Conservation Corps Act.

"War veterans will include only those veterans who performed service with the armed forces of the United States during a period of War". The major wars or expeditions which the armed forces of the United States have been engaged since 1897 are as follows:

War	Began	Ended
Spanish American War	April 21, 1898	April 11, 1899
Philippine Insurrection	April 11, 1899	July 4, 1902
Boxer Rebellion	June 20, 1900	May 12, 1901
Cuban Pacification	October 6, 1906	April 1, 1909
Nicaraguan Campaign	August 28, 1912	November 2, 1913
Vera Cruz Expedition	April 21, 1914	November 26, 1914
Punitive Expedition into Mexico	March 10, 1916	February 5, 1917
World War	April 6, 1917	July 2, 1921

Local selecting agents should cooperate with the Veterans Administration when requested to do so as they have no local facilities for investigation.

N. TRANSIENT APPLICANTS

A transient applicant who has no dependents will be advised to return to his State of legal settlement to make application for enrollment in the CCC. Boys returned to Indiana for this reason are to be considered legal residents of the State and eligible for enrollment in the CCC. The regular procedure should be followed in taking their applications and verifying their eligibility as for an orphan or non-family boy.

If applicant has lived in the State for a period of one year, he may be considered a legal resident of the State, for the purpose of CCC selection.

See Chapter IV, Page 1, for verifying applicant's dependents who live out of the State.

There can be no transfer of quotas between States for the purpose of enrolling transients. Each applicant selected will be counted against the State quota of the State which accepts the application.

CHAPTER III

SELECTION

The process of selection begins with the first contact that the local selecting agent has with the youth making application for enrollment in the Civilian Conservation Corps. Any youth, who is interested in the Civilian Conservation Corps and who desires to make application, should be allowed to do so at any time, regardless of designated enrollment periods.

A. OFFICE INTERVIEW

When a youth makes his original application for enrollment in the CCC, the visitor during the interview will fill out completely the first page of CCC Form No. 1, Preliminary Application. This form should be made in triplicate and all information asked for should be obtained from the applicant during this interview. This form should be signed by the applicant and put on file for future consideration.

B. VERIFICATIONS NECESSARY BEFORE MAKING HOME VISIT

After the first page of CCC Form No. 1 has been completed, it will be the selecting agent's responsibility to make certain verifications of eligibility before going further with the case. The following verifications should be made.

1. Verification of Age

The selecting agent should request from the applicant verification of age. This should be the responsibility of the applicant and should be submitted to the selecting agent at the time of the original application or as soon as possible after the application is made.

a. Methods of Verification

In verifying birth, acceptable verifications are: a birth certificate, baptismal record, records obtained from the school in which he was enrolled, which give age, place, and date of birth, or insurance policies which have been in effect at least ten years.

2. Verification of Citizenship

If the applicant is not a citizen by birth, it will be necessary to verify naturalization.

a. Method of Verification

The applicant must present his Certificate of Citizenship. This is the only acceptable verification.

3. Verification of Previous Service

If the applicant has previously been enrolled in the CCC, it will be the responsibility of the visitor to verify the type of discharge.

a. Methods of Verification

Previous service must be verified by seeing the discharge, which was issued to the applicant upon his release from the CCC. The discharge must cover his last term of enrollment, providing he has been enrolled more than once; and

b. CCC Card Record, Form No. 2, must also be checked for each applicant making application to verify that he has not had previous service in the Corps; and, if he has, that he is eligible from the standpoint of his previous service.

4. Verification that the applicant is not on probation or parole

It is necessary for the visitor to verify the fact that the applicant is not on probation or parole, or has not been convicted of a crime. This may be verified through contacts with the Probation Officers or by consulting court records. It is necessary, as a general policy, to clear all applications with the Probation Officer.

5. Verification that the applicant is not a member of the National Guard

It is the visitor's responsibility to determine whether or not the applicant is a member of the National Guard. This may be verified through contacting the local officer in charge of the National Guard Unit in the county in which the applicant is making application.

6. Clearance with CCC Record File

The visitor must clear with CCC records on file in order to determine whether or not another member of the family is enrolled in the CCC.

7. Verification that applicant is not enrolled in School or on Vacation therefrom

In order to verify this point, it is necessary to contact the principal or superintendent of the school which the youth attended, in order to determine; first, whether or not he is in attendance or merely on vacation, and second, to learn the highest grade completed and the date of leaving school, if he is not in attendance.

C. HOME VISIT

After the completion of these verifications, if it appears that the applicant is eligible for consideration, a home visit should be made in order

to complete the case and to determine further his eligibility for selection. During the home visit, the visitor can obtain information concerning the applicant's maturity, mental alertness, adaptability and interest in the Corps. The visitor should talk with the parents concerning the CCC, the advantages offered, the minimum period of enrollment, and the place the applicant should fill in the camp. By so doing, the visitor will be able to learn something of the applicant's family relationships, the attitude of the members of the family toward the applicant and toward his enrollment, the applicant's interests, and his attitude toward the enrollment. The visitor may also obtain during this interview some knowledge as to the applicant's adaptability toward camp life and something of his mental development. This material should be entered into the narrative record of the case.

During the home visit, it is also the responsibility of the visitor, with the help of the applicant, parents or guardian, to determine the allottee. After the allottee has been determined, the statement of allottee must be signed by the designated allottee.

During the home visit, the visitor will obtain the parents consent to the applicant's enrollment in the CCC. Should the family refuse to consent to the enrollment, the applicant should not be considered for selection in the CCC. If the family is agreeable, the statement of permission must be signed by the parent or guardian approving or disapproving the out of state assignment. In the case of an orphan or non-family applicant, it is not necessary for the statement of permission to be signed.

D. SELECTION OF APPLICANTS BEST SUITED FOR CAMP EXPERIENCE FROM ELIGIBLE GROUP

It is the responsibility of the local selecting agent to select applicants from the eligible group who will profit most and contribute most to the CCC. In order to do this, the following points must be taken into consideration.

1. Dependability

This quality is of primary importance since a lack of dependability will mean that the boy will probably not make a successful enrollee.

2. Maturity

Visitor should be sure that the applicant is mature enough to leave home and make the proper adjustment to camp life. Immature applicants, very often become homesick and desert during the first few weeks of camp.

3. Mental Alertness

The Corps considers it important to select and enroll young men who have sufficient mental capacity to learn to do one of the various camp jobs well during their period or periods of enrollment in the Civilian Conservation Corps. This does not require brilliance, but does require a reasonable amount of mental equipment.

4. Interest in the Corps as a Work and Training Opportunity

Applicants who are interested in camp for the job training and experience they can obtain very often make the best enrollees. This possible interest should always be taken into consideration.

5. Greatest Possible Good to the Community

Consideration should be given to what the possibilities are that through camp experience the applicant will be able to adjust himself more easily to society and that he will be able to improve himself through educational and vocational training, and by so doing will return home at the end of his term of enrollment a more competent and useful citizen.

E. COMPLETION OF FORMAL APPLICATION FOR APPLICANTS SELECTED AS ELIGIBLE

The final step in selection for CCC enrollment is the executing of the CCC Form CCC-S210, Certificate of Selection. After final selections have been made, the eligible applicant should be notified by the local selecting agent to come to the office in order to complete the Certificate of Selection. This form must be typewritten and completely filled out. This form must also be signed by the applicant.

F. NOTIFICATION TO SELECTED APPLICANTS OF DATE, TIME, AND PLACE OF ACCEPTANCE

The local selecting agentswill be notified by the State Selecting Agency, previously to the enrollment, of the date or dates of their enrollment, place and time of acceptance. The local selecting agents, after making their final selections and completing the formal applications or certificates of selection for all selectees, are to notify them of the date, time, and place of acceptance by use of Form No. 7, Letter to Selectee.

G. PRIORITY OF SELECTION

1. Order of Priorities

The following priorities shall be observed in making final selection of principals and alternates from within the group of eligible applicants and to the extent of the assigned requisition:

a. Preference is to be given to mature applicants who have passed their eighteenth birthday.

b. Applicants required by law to make allotments, and applicants without dependents as herein defined, but who desire to make voluntary allotments for the support of other needy relatives, shall be given preference over applicants without dependents, who

desire to make deposits; provided, however, that single, unattached men (non-transients) actually receiving some form of aid or assistance, who are otherwise eligible except that they do not have dependents, may be given preference over applicants with dependents who are not actually receiving any form of aid or assistance.

2. Priority of Need

Among applicants who fully meet the legal and administrative requirements for enrollment and who are equally qualified as to fitness, character, need for employment, and adaptability to the Corps, preference shall be given in order of financial need.

a. Applicants who represent relief families or families receiving aid should be selected first from the group of eligible applicants. Secondly, applicants from families who are eligible for relief or aid, but not receiving relief or aid, should be selected from the remaining group of eligible applicants. The third group of selectees should be applicants from non-relief families who are unemployed and in need of employment. In selecting these applicants, the family income and number in family should be taken into consideration.

3. Lists Showing Priority of Selection

The local selecting agents will furnish a list to the acceptance officer, indicating the priority in which they wish selectees examined and enrolled, and will show, of the number scheduled for acceptance, which selectees are principals and which are alternates. CCC Form 4 will be used in making this list. Such priority list will be strictly followed by the examining officers. No selectees designated as alternates will be examined and accepted, unless some of the principals do not report, or are rejected.

a. In the event an acceptance station is examining selectees of more than one local selecting agent, separate quotas will be furnished for each selecting agent concerned. Such quotas will be complied with. However, in event the number of principals and alternates furnished by any one local selecting agent is not sufficient to fulfill the quota set for the county or counties, alternates furnished by another local selecting agent will be accepted to fill the entire quota set for the acceptance station.

CHAPTER IV

ALLOTMENTS AND DEPOSITS

A. FOR ENROLLEES WITH DEPENDENTS

1. Allotment. Enrollees with dependents are required by law to make monthly allotment of a portion of their cash allowance to such dependents. Monthly allotment shall be $22.00. (See definition for dependents - Chapter I, Page 4).

   a. It is not contemplated that applicants from families above a normal or average standard of living will be selected and permitted to make deposits on the theory that they do not have dependents.

2. Dependents. Dependents may be either of blood or obligation.

   a. For example, a young man who has been living with an unrelated family and who feels an obligation to contribute to its support, may, in the discretion of the local selecting agent, be permitted to make an allotment to a member of such family.

   b. Applicants who wish to make allotments to dependents in other states may be selected provided the necessary personal data are verified and the existence of fully qualified dependents is properly established by the appropriate State Selecting Agency. Requests for verification of this data should be sent to the State Selecting Agency who in turn will request verification of information from the State Selecting Agency of the State in which the dependent resides. The information will then be furnished the local selecting agent who will complete the verification of the eligibility of the applicant.

3. At the time of reenrollment at the camps of enrollees continuing in enrolled status, the amount of allotment and/or deposit will be $22.00 unless the enrollee specifically requests that the amount be greater than $22.00.

   Note: CCC Regulations, War Department, December 1, 1937, paragraph 36c(2), provides that subsequent to enrollment an enrollee may increase his allotment or deposit from his cash payment without reference to the State Selecting Agency.

4. At the time of enrollment the local selecting agent may permit a selected man to divide his allotment between two equally qualified dependents, provided that the total of allotments so made is $22.00. Space for this purpose is provided in Section 6 of the Certificate of Selection.

5. At the time of enrollment, a selecting agent shall not approve a part allotment and part deposit totaling $22.00 for enrollees with dependents. In order to promote uniformity in the Corps, all applicants who are adjudged to have dependents (and thus required by law to make allotment) are expected to enter their enrollment upon the same basis, namely, with an allotment of $22.00. However, an enrollee with dependents may, subsequent to his enrollment, elect to deposit a portion of his cash payment over and above his $22.00 allotment or to increase his allotment over and above that amount.

6. Subsequent to enrollment, in cases where an unanticipated change in the relationship or circumstances of an enrollee's dependents is brought to the attention of the State Selecting Agency, and where a review of all facts by the State Selecting Agency indicates that an allotment of less than $22.00 with a deposit of the remainder, would be desirable and equitable to all parties concerned, a complete report of the matter shall be referred to the Director of the Civilian Conservation Corps for decision.

Note: The need for the allotment, the relationship of allottee to enrollee, and the probable use and disposition of the allotment by the enrollee's dependents should be given careful consideration by the local selecting agent prior to, rather than subsequent to, enrollment. Thus cases involving "unanticipated change in relationship or circumstances" should not be frequent or numerous.

8. In cases where an applicant applies for enrollment in one State and names dependents residing in another State, and where the two State Selecting Agencies concerned are not able to come to agreement on the disposition of the allotment, a complete report of the matter shall be referred to the Director of the Civilian Conservation Corps for decision.

B. FOR ENROLLEES WITHOUT DEPENDENTS

1. Deposits. Except as provided below, those applicants who do not now have family connections, such as orphans, or single, unattached young men (non-transients) who are themselves below a normal or average standard of living, if selected for CCC enrollment, shall be required to make deposits in lieu of allotments of $22.00 per month with the Chief of Finance, War Department. Accumulated deposits may be repaid upon completion of or release from enrollment or in case of an emergency. In each case of a deposit, Section 7 of Certificate of Selection must be executed indicating that deposit is authorized in lieu of an allotment.

a. The State Selecting Agency may permit an allotment to be made in addition to a deposit. If the State Selecting Agency permits a combination deposit and allotment, the sum of the deposit and allotment at the time of enrollment will be $22.00 in all cases.

2. Allotment. An applicant without dependents (an orphan or non-family youth) who is eligible to make a deposit in lieu of an allotment, may voluntarily agree to allot a portion of his monthly allowance for the support of other needy blood relatives, not actually dependent upon the applicant as herein defined, provided, however, the arrangement is designated for actual assistance of the allottee and is not designed to permit the return of allotment money to the enrollee in camp. In such cases, Section 7 of the Certificate of Selection should carry the amount to be deposited and should be completed in the usual manner. Section 6 should carry the name of the allottee and the amount of the allotment. The sum of those two items should in no case be less than $22.00.

C. CHANGES OF ALLOTMENT

At the time of original selection the local selecting agent has designated a proper allottee, or deposit. Requests for change of status of either allotment or deposit may be initiated either by the enrollee or the State or Local Selecting Agency.

1. The enrollee's request is referred to his Commanding Officer for his approval before it is routed to the Fifth Corps Area Headquarters. Upon receipt of the request by the State Selecting Agency from Corps Area Headquarters, it will then be referred to the local selecting agent of original selection for investigation and recommendation. The recommendation of the local selecting agent is usually approved by the State Selecting Agency. In case the State Selecting Agency does not approve the recommendation of the local selecting agent, notification to the effect will be sent to the local selecting agent and the reason for non-approval. In all other instances notification of final approval by the State Selecting Agency will not be sent to the local selecting agent because the recommendation has been approved.

2. Local selecting agent may request change of allotment or deposit because conditions relative to the original allotment or deposit may have changed. Such requests are to be referred to the State Selecting Agency who will submit the recommendation to Corps Area Headquarters. All approvals from this course are made contingent upon a formal statement from the enrollee to that effect. If recommendation is disapproved by the enrollee the change cannot be made and the local selecting agent is advised by the State Selecting Agency.

a. When an enrollee is accepted and enrolled in camp, it is not possible to change his allotment unless he is willing to do so. For this reason alone, it is very important that the proper allottee be named when the selectee is presented for enrollment.

D. PAYMENT OF ALLOTMENTS

1. Company payrolls are normally made up during the last ten days of each month and allotment checks are mailed by the District CCC Finance Office so as to reach the allottees by the tenth of each month.

   a. Delay in payments are usually caused by an enrollee's absence from camp on the day that payrolls are made up. This causes his name to be "redlined" on the payroll and no payment is made until a later supplemental payroll can be submitted.

   b. When an inquiry is made by an allottee regarding the delay of an allotment check, and the local selecting agent feels that reasonable time has passed since date check was due, the local selecting agent may refer the matter to the State Selecting Agency. The name and address of the enrollee and the allottee should be given, and the camp location of the enrollee. The State Selecting Agency will obtain the reason for the delay of the allotment check and notify the local selecting agent.

E. IMPORTANCE OF NAMING PROPER ALLOTTEE

Eligibility for selection depends upon the applicant's agreement to make a proper allotment, or if he has no dependents, to make a deposit. It is important that there be careful consideration in the naming of an allottee in order that the allotment may be well administered in the interests of the enrollee's dependent family. The applicant should clearly understand that his allotment is made to assist his dependents in maintaining a normal standard of living and that if he is accepted for selection and enrollment he will continue to make regularly monthly allotments during his service as a member of the Corps.

The local selecting agent should check the following in each case:

1. That the proposed allottee is a dependent by blood or obligation. In no instance shall local selecting agents or public welfare authorities receive the monthly allotment in order to administer it for the benefit of the dependents of the applicant. Neither are applicants to be permitted or forced to "adopt" allottees who are not related or dependent upon them.

2. That the proposed allottee needs the financial assistance provided by the allotment to maintain a normal or average standard of living.

3. That the proposed allottee has been named voluntarily.

4. That the proposed allottee does not reside in a foreign country.

5. That both the applicant and the proposed allottee understand that an enrollee is subject to discharge if he accepts the return of a portion of his allotment for his personal use in camp.

CHAPTER V

ORIENTATION

Improved selection procedure requires that, after selection, local agents assist applicants who are to be enrolled toward making the necessary adjustment to camp life. This may be done by means of:

1. Pre-camp instructions and counseling to provide each selected applicant with an understanding of:

   a. The purposes of the Corps (i.e. importance of a Nationwide program for conservation of land, water, forest and wild life resources, the national interest in an employment and training program for youthful citizens, enrollees as participants in a purposeful, economically useful program of public work).

   b. What will be expected of the enrollee in terms of the work program. (Enrollees are required to work 40 hours per week, made up of 8 hours per day from Monday to Friday inclusive, except in emergencies. Lost time during the week is made up on Saturday. In case of emergency, the men may have longer hours of duty, but after such emergencies suitable rest periods are provided. The 40-hour week does not apply to cooks, mess attendants, and similar positions essential to the livelihood of the company.) Selected applicants should understand that they cannot leave camp whenever they so desire, merely because their day's work on the project is done, nor can they as a matter of right leave camp every week-end. They are expected to regard the life of the camp as being on a 24-hour-a-day basis.

   c. The opportunities of the camp and work program. It should be impressed upon each selected applicant that there are in every camp, in connection with the work project and camp administration, a sizeable number of opportunities to obtain basic training of general applicability to specific payroll jobs in industry and agriculture. At the outset it will probably be necessary for most new enrollees to engage in simple manual labor jobs of a non-technical nature. However, the normal turn-over of enrollee personnel, as well as the two year maximum service requirement, means that enrollees already occupying key positions will leave the Corps from time to time, thus making openings for energetic and intelligent younger enrollees who merit jobs of increased responsibility and skill. Those elevated to the ratings of leadership authorized by law will receive increases in their monthly cash allowances.

d. The advantages of making a good "work record" in the Corps. Such a record will stamp the enrollee as an outstanding member of his CCC company and will have important carry-over values as the enrollee seeks later private employment for which he is qualified.

ó. The benefits to be derived from wholehearted participation in the leisure time educational and recreational programs available in each camp.

f. The necessity for fitting individual desires and action to the interest of the larger group, and for abiding by camp rules and regulations which are established for the benefit of all enrollees.

g. The oath of enrollment, (See Chapter VI, Page 2). It may be helpful for the local selecting agent to discuss with each selected applicant the nature of the obligation which he will undertake as a member of the Corps.

h. The requirement of vaccination against smallpox and inoculation against typhoid fever immediately upon enrollment and the necessity for fingerprinting.

1. The Director of the Civilian Conservation Corps approved the adoption of fingerprinting in the CCC on a mandatory basis for protection of all personnel on duty with the CCC, in the interest of justice, and as an aid to the Government in the adjudication of claims, as well as making proper identification in the event of accident.

i. The desirability of remaining for the full six months' term and of obtaining an honorable discharge. The privilege of reenrollment based on a good record of service.

j. The regulations concerning discharge--especially in order to make sure that the applicant understands that he may receive an honorable discharge prior to expiration of term of enrollment only upon receipt of a verified offer of employment which will improve the enrollee's condition, or in unusual circumstances because of presence urgently needed elsewhere.

k. The impossibility of assuring any applicant that he will be sent to a particular camp, or that he will or will not be located at considerable distance from his home. Information that climate in distant locations may vary considerably from that to which the selectee has been accustomed.

1. Items which selectees should have at the time of their acceptance in the CCC. Selectees are requested to take personal items such as shaving articles, comb, brush if desired, soap, tooth brush and tooth paste, and other items that they may care to take to last them for a period of three days until a toilet kit can be issued to them in camp. Civilian clothing may also be taken for week-end leaves if they so desire. This is optional. As a rule it is necessary for the enrollees to wear civilian clothing for a period of three days until camp clothing can be issued.

   Selectees are priviledged to take anything else along such as musical instruments, etc., as long as they can handle them personally. They are not allowed to take excess things which they, themselves, cannot handle. No selectee will be allowed, of course, to take any fire arms or anything that will endanger his life or the life of other enrollees.

2. Contact by the local selecting agent with the families of selected applicants in order that they too will understand (in a less detailed way) the requirements and opportunities of camp life. It is well recognized that the attitudes and influence of the families of new enrollees are often major factors in determining whether camp adjustment will be readily and satisfactorily accomplished.

Pre-camp instructions may be given to CCC applicants individually as they make application for enrollment, or the local selecting agent may arrange to have a meeting of all selectees previous to date of acceptance. If a meeting is held, it is suggested that the local or nearest commanding officer and educational adviser be asked to attend in order that they may give the selectees more definite information as to just what the Corps offers. Just before the meeting is adjourned, the local selecting agent should impress upon the selectees that if they do not wish to report for acceptance in the CCC, they should so advise after the meeting in order that other applicants may be selected to take their place. It is felt that meetings of this kind definitely helps the applicant to decide if he really wants to become a member of the CCC.

CHAPTER VI

ENROLLMENT

A. QUOTA

The State Quota refers to the number of junior enrollees that may be enrolled during a designated enrollment period. All quotas are established by the Director of the Civilian Conservation Corps.

B. REQUISITIONS

1. State

The state requisition refers to the total number of junior enrollees needed in any enrollment period to replace losses and bring to full strength the basic state quota.

2. County

The county requisition refers to the number assigned to each county.

C. PROCEDURE IN CLEARING REQUISITIONS

The State requisition is cleared between the Director of the Civilian Conservation Corps and Department of War, and forwarded to the State Selecting Agency.

1. The State Selecting Agency then allots county requisitions and notifies local selecting agents of their requisition, time, date, and place of enrollment.

2. The local selecting agents then notifies applicants whose names are on file, takes additional applications, investigates eligibility, determines priority of need, and certifies a sufficient number of applicants so as to fill county requisition, taking into consideration applicants likely to be rejected for physical reasons by the War Department. Applicants are notified by the local selecting agents of the date, time, and place of acceptance.

3. Upon receipt of county requisitions, issued by the State Selecting Agency, the local selecting agents should report surpluses and shortages of eligible and available applicants to the State Selecting Agency.

4. After the local selecting agents have selected and certified the necessary number of applicants, they are made available to representatives of the War Department for final physical examination, acceptance and enrollment.

a. The date of acceptance is fixed by mutual agreement between the State Selecting Agency and the District Headquarters, CCC, Fort Benjamin Harrison, Indiana.

b. The place of acceptance is designated by the State Selecting Agency and District Headquarters, CCC, Fort Benjamin Harrison.

c. The transportation of selectees from the county to the place of acceptance is solely a responsibility of the county selecting agents. Acceptance stations are established in central points, so that applicants will not be required to travel great distances. Local resources should be utilized whenever possible.

D. OATH OF ENROLLMENT

I, (Name of Applicant), do solemnly swear (or affirm) that the information given above as to my status is correct. I agree to remain in the Civilian Conservation Corps for the period terminating at the discretion of the United States between (Dates of Period) unless sooner released by proper authority, and that I will obey those in authority and observe all the rules and regulations thereof to the best of my ability and will accept such allowances as may be provided pursuant to law and regulations promulgated pursuant thereto. I understand and agree that any injury received or disease contracted by me while a member of the Civilian Conservation Corps cannot be made the basis of any claim against the Government, except such as I may be entitled to under the Act of September 7, 1916 (39 Stat. 742) (an Act to provide compensation for employees of the United States suffering injuries while in the performance of their duties and for other purposes), and that I shall not be entitled to any allowances upon release from camp, except transportation in kind to the place at which I was accepted for enrollment. I understand further that any articles issued to me by the United States Government for use while a member of the Civilian Conservation Corps are, and remain, property of the United States Government and that willful destruction, loss, sale or disposal of such property renders me financially responsible for the cost thereof and liable to trial in the civil courts. I understand further that any infraction of the rules or regulations of the Civilian Conservation Corps renders me liable to expulsion therefrom. So help me God.

CHAPTER VII

DISCHARGES

The War Department has the exclusive authority to discharge enrollees after considering recommendations by the State Selecting Agency. Discharges may be honorable, dishonorable, or administrative, depending on the reasons for discharge. Notices of discharges (CCC 5th C.A. Form 53) are received by the State Selecting Agency in duplicate from the Commanding Officers. One copy is retained in the State Office and the other copy sent to the local selecting agents for their information and files.

A. TYPES OF DISCHARGES

1. Honorable

   a. Expiration of term of enrollment

   b. To accept employment

   c. To respond to urgent and proper calls for continued presence elsewhere

   d. To return to school

   An honorable discharge entitles the enrollee to his full accumulated cash allowance to date of discharge, subsistence and transportation to the place of acceptance. An enrollee so discharged may be recertified, if he has been discharged for at least six months and is otherwise eligible.

2. Honorable - "Not considered worthy of re-enrollment".

   a. Entitles an enrollee to all of the rights and allowance of a man honorably discharged.

   b. An enrollee so discharged is not eligible for recertification.

3. Administrative

   a. Failure to perform reasonably required duties

   b. Continued or serious misconduct

   c. Unwillingness to abide by the rules and regulations

   d. Refusal to work

   An administrative discharge entitles the enrollee to accumulated pay

and allowances. An enrollee so discharged is not eligible for recertification, unless his administrative discharge is changed to honorable by the War Department.

4. Dishonorable

a. Desertion

b. Conviction by civil court when sentence is not suspended

c. Theft and other cases involving moral turpitude

d. Refusal to work

e. Continued or serious misconduct

Enrollee forfeits all pay and allotments due and unpaid at the date of discharge for service from and after the date of the commission of the offense.

An enrollee so discharged is not eligible for recertification, unless his dishonorable discharge is changed to honorable by the War Department.

When an enrollee is given a dishonorable discharge, he will not be furnished transportation in kind or travel allowances of any nature, except that he will be permitted to return to his home or place of acceptance at Government expense with the next group of discharged enrollees leaving the camp from which he was discharged at the end of their enrollment or, in case he is in a foreign corps area, with those being returned to their home Corps Area for discharge. When he is permitted to travel as authorized above, he will be furnished all allowances that are furnished to the enrollees with whom he is traveling. Further, the Government will assume no responsibility for his maintenance or support subsequent to his discharge.

B. PROCEDURE FOR APPEAL FROM AN ADMINISTRATIVE OR DISHONORABLE DISCHARGE

The accused shall have the right to appeal to the Corps Area Commander from the decision rendered and punishment imposed by the company commander, if he considers either or both unjust. The appeal must be filed in writing with the company commander not later than 30 days from the time of the announcement of the decision or receipt of notification. The appeal, accompanied by a record of the case, will be forwarded through the district commander to the Corps Area commander, who will cause a thorough investigation to be made by a disinterested officer, not belonging to the accused's company. Pending decision on the appeal by the Corps Area commander, the decision of the company commander and punishment adjudged will remain in full force and effect.

a. If reinstatement in the CCC is desired, the same procedure as stated above is followed.

b. Care should be taken that the former enrollee gives his correct address in the letter of appeal, date of enrollment, date of discharge, company number, and all other pertinent facts in his case.

C. LOST OR DESTROYED DISCHARGES

1. In order to be eligible for reselection, a former enrollee must present an honorable discharge from his last previous enrollment to the local selecting agent at the time he makes application and to the examining officer at the acceptance station. If the discharge of a former member has been lost or destroyed, he may secure same by writing the State Selecting Agency, who will request same from Headquarters Fifth Corps Area, Fort Hayes, Columbus, Ohio.

D. REDUCTION AND VERIFICATION OF DISCHARGES

1. Reduction of the number of enrollees discharged, due to homesickness.

a. Local selecting agents should cooperate with the War Department, especially camp commanders, in preventing enrollees from leaving camp because of homesickness. Local selecting agents can be of assistance in this matter through such means as counseling with selected applicants before they leave for camp, encouraging frequent correspondence between enrollees and their families, and by writing letters to the newly enrolled men.

2. Reduction of the number of enrollees discharged because of absence without leave.

a. In attempting to reduce the number of discharges due to absence without leave, company commanders will write a letter to the enrollee, who absents himself without leave, and to his parents or allottee, sending a copy of such letter to the local selecting agent, who is asked to investigate each case in an attempt to persuade the enrollee to return to camp and finish his term of enrollment, so he will not receive a dishonorable discharge. The important advantages of securing an honorable discharge should be stressed. All requests from commanding officers for reports on members who are absent without leave, should be answered promptly by the local selecting agent, and a duplicate copy of reply sent to the State Selecting Agency.

3. Reduction of the number discharged to accept employment by verifying all such offers.

a. Local selecting agents should cooperate with the War Department in supplying information to company commanders, which will tend to

limit discharges to accept employment to those who actually have a bona fide offer of a job.

The following procedure for verification of offers of employment has been established by the War Department and approved by the State Selecting Agency.

1) If an offer of employment is verified by the state or local selecting agency before the enrollee's departure from camp, the camp commander will normally grant an immediate discharge, as provided by existing regulations.

2) In all other cases, the camp commander may grant an immediate leave of absence, without pay, customarily for a period of seven days, in no case longer than fourteen days, to enrollees who present evidence of an offer of employment. Upon the departure of the enrollee, the camp commander will address a letter to the prospective employer, sending a copy of it to the State Selecting Agency, informing him that the enrollee has been granted a leave to enter his employ and to request the prospective employer to submit a signed statement to the camp commander that he has employed the enrollee. Normally, in such cases, the State Selecting Agency will request an investigation by the local selecting agent, only if there is reason to suspect that the offer of employment was not bona fide, or where the company commander specifically requests such an investigation.

3) In the event that verification of employment is not received from the prospective employer or the State Selecting Agency within fifteen days, the company commander will send a second letter to the prospective employer, notifying him that, unless the requested statement is furnished within an additional fifteen days from the end of the first fifteen-day period, this enrollee will be dishonorably discharged for desertion. Copies of the second letter are sent to the State Selecting Agency. Upon receipt of a copy of the second letter, the State Selecting Agency will take immediate steps to verify the offer of employment through an investigation made by the local selecting agent and report to the company commander.

4. In all cases covered by paragraphs 2) and 3) above disposition by the War Department will be as follows:

a. If the enrollee does not return to camp within the period of authorized leave, final discharge will be made within thirty days of the enrollee's departure from camp.

b. Honorable discharges will be granted prior to the expiration of the thirty day period upon verification of the employment of the enrollee by the employer or State Selecting Agency, provided, that

the company commander is satisfied as to the existence of bona fide employment.

c. A dishonorable discharge will be granted, if the employer or the State Selecting Agency reports that the offer of employment is not bona fide, or if the company commander has evidence that bona fide employment does not exist, unless the enrollee returns to camp before the end of his fifteenth day of continued absence without leave following the expiration of the authorized leave granted.

d. In cases where no verifications of employment is received from either the employer or the State Selecting Agency within the thirty day period, the enrollee will be discharged dishonorably for desertion.

CHAPTER VIII

MISCELLANEOUS

A. ALLOTMENT PAYMENTS

1. Allotment payments are made by the District Finance Officer of the War Department.

2. Payments are made on or about the tenth of the month.

3. Correspondence pertaining to requests for payment of allotment must be routed through the office of the State Selecting Agency.

B. ROUTING OF CORRESPONDENCE

All correspondence pertaining to CCC matters should be routed through the office of the State Selecting Agency with the following exception:

1. Reports to the Commanding Officers regarding enrollees who went absent without leave. These reports are to be sent directly to the proper commanding officer with a copy to the State Selecting Agency.

C. PUBLICITY

1. News stories may be furnished to local papers regarding the enrollments, amount of allotment money paid to allottees in the county, changes in regulations as furnished from time to time by the State Selecting Agency and any other items which the local selecting agent may feel will be of interest to the public.

2. Information statements or leaflets pertaining to the CCC, from the Director of the Civilian Conservation Corps, Washington, D.C., will be sent to local selecting agents. These leaflets should be handed or mailed to prospective applicants, posted in public places, or given to interested individuals or organizations.

D. MEDICAL CARE AND COMPENSATION

1. Enrollees becoming ill or having an accident while in camp or on the job receive free medical care and hospitalization if needed.

2. Accidents or illness incurred by enrollees in the line of duty and not the results of active misconduct are covered by the United States Employees' Compensation Act.

3. In case of death of an enrollee during his term of service, the body will be transported to his home with an attendant and the expenses of his burial will be paid, at the place of burial, up to the amount allowed under the established regulations.

E. TRANSFERS

1. The transfers of individuals upon their request from one camp to another will normally be denied except as modified by paragraph 3.

2. A veteran may be transferred to a junior company if he so desires to fill the position of a cook or mess steward. A transferred veteran will continue to be charged against the veterans quota and all regulations concerning veterans will apply to him.

3. Enrollees who have served the major portion of two six months enrollment periods, not necessarily consecutive, or not less than eleven consecutive months outside of his Corps Area of origin, will be given the opportunity of transferring back to the Corps Area of origin for further service if he so desires. Such transfer, if requested, will be made only when the enrollee can be transferred with casuals returning to his Corps Area of origin for discharge.

CHAPTER IX

CCC RECORDS AND FILES

A. GENERAL STATEMENT

It is intended that each county department set up its CCC files and records in a manner as similar to that now in use for other public assistance cases as possible.

The forms to be used for each case are as follows:

1. Preliminary application, CCC Form 1 (Revised)
2. Register of Cases, DPW Form 2A (Revised)
3. Index card, DPW Form 3 (Revised)
4. Case folder
5. CCC-S210 - if applicant is recommended
6. Record on CCC Enrollees, CCC Form 2 - if applicant is accepted

The instructions for the use of each form listed above and the other forms used in connection with CCC selection are discussed in this chapter.

B. PRELIMINARY APPLICATION, CCC FORM 1 (REVISED)

CCC Form 1 (Revised) is the preliminary application to be used in taking the original application of every applicant desiring to enroll in the Civilian Conservation Corps. The first page of this form is to be completely filled out by the local selecting agent, at the time of the first interview with the applicant. The second page of the form is to be completed at the time the visitor makes the home investigation as requested in Chapter III. If the applicant is found to be eligible, this form is to be kept in a file of eligible applicants in the office of the local selecting agent until the enrollment period.

This form is to be filled out in triplicate and must be executed at any time an applicant desires to make application.

After the applicant has been duly selected and notified to report for acceptance, one copy of the preliminary application is to be attached to the original copy of Certificate of Selection, Form S210. These forms will then be given to the Acceptance Officer or his representative who will call at the office of the local selecting agent on the evening before the day of acceptance. When the local selecting agent is notified, by the Acceptance Officer, which selectees were accepted, the original copy of the preliminary

application is to be attached to the green copy of the Certificate of Selection and mailed immediately to the State Office. The third copy is to be attached to the yellow copy of the Certificate of Selection, for all boys accepted, and filed in the case folder.

This preliminary form must be completely filled out. At the top of Page 2, regarding the type of family that the applicant represents, it will only be necessary to check one item, for example:

The applicant will make an allotment to a person or family, or to a dependent who is receiving WPA or other types of Federal work, relief, or financial aid. Specify type of aid; such as, CCC, NYA, Unemployment Compensation, Federal Surplus Commodities, or Farm Security Administration, or

The applicant will make an allotment to a person or family, or to a dependent who is receiving State or local emergency relief or State or local public welfare assistance. Specify type of assistance; such as, Direct relief from township trustee, Aid to Dependent Children, Old Age Assistance, Blind Assistance, or various kinds of pensions, or

The applicant will make an allotment to a person or family or dependent determined as "eligible for relief" though not necessarily receiving such relief, or

The applicant who is "unemployed and in need of employment", will make an allotment to qualified dependents below a normal standard of living who are nevertheless not eligible for any type of public aid.

If applicant is without qualified dependents, such as an orphan or a non-family boy and is allowed to make a deposit in lieu of an allotment, one of the following classifications are to be checked:

Applicant personally receiving direct relief, work relief, or other public assistance.

Applicant personally "eligible for relief, but not receiving relief".

Applicant "unemployed and in need of employment".

It is very essential that the correct information be given regarding the type of family that the applicant is from, as this information is requested in the quarterly selection report, which the State Selecting Agency is required to furnish to the Director of the Civilian Conservation Corps after each enrollment.

Supply of this form is to be requisitioned from the State Selecting Agency as needed by the Local Selecting Agent.

C. REGISTRATION OF DPW FORM 2A (REVISED), REGISTER OF APPLICATIONS

In order to avoid prescribing a new registration form for applicants for membership in the Civilian Conservation Corps, it has been determined that DPW Form 2A (Revised) may be adapted for that purpose.

1. Assignment of Application Numbers

An application number is given every accepted new application. The preliminary application form, CCC Form 1 (Revised) and all subsequent forms pertaining to the case of the applicant bear that number. All subsequent applications or re-applications also bear the number first assigned to the person.

The application or case number consists of the type, code and serial numbers.

(a) Type Symbol

The type symbol is determined by the type of assistance requested by the applicant. The type symbol for CCC selection is the letter "J".

(b) Code and Serial Numbers

Since the county departments are familiar with the use of code and serial numbers, they are not discussed here. A serial number, once it is assigned to a CCC applicant, will follow the applicant at the time of any subsequent applications or re-applications as a CCC enrollee.

D. INSTRUCTIONS FOR FILLING OUT DPW FORM 2A (REVISED), REGISTER OF APPLICATIONS

Immediately upon completion of that part of the preliminary application, CCC Form 1 (Revised) which is possible during the first office interview with the applicant, the preliminary application should be registered in the Register of Applications using DPW Form 2A (Revised). (See sample form at the end of this section.)

Column 2, Date Application Filed

Enter here the date of filing the preliminary application, CCC Form 1 (Revised) which is being registered.

Column 3, Application Serial Number

Enter here the serial number which has been assigned to the case of the boy opened by this application.

Column 4, Name

Enter the name of the applicant, last name first.

Column 5, Sex

For purposes of CCC, the age of the applicant is to be entered here.

Column 6, Cleared by

The persons clearing this applicant's name with the master file and file of CCC Form 2 should be entered here.

Column 7, New application, Previous ... etc.

Enter here the information determined by checking the applicant's name with the master file and the file of CCC Form 2. If no entry is found, enter "new". If the boy has previously made application, enter the disposition; such as, "not recommended", "not accepted", "dishonorable discharge", "administrative discharge", "served one enrollment", "served two enrollments", and the like.

Column 8, Assigned to Visitor

Enter here date and initials of visitor to whom case was assigned for home visit.

Columns 9, 10, 11, and 12

For the purposes of CCC disregard the headings on these columns.

The space to the right of the heavy black line between columns 8 and 9 is to be reserved for space to show the disposition of this particular application.

At the end of each enrollment period, the person in charge of CCC records should go through the register and indicate the disposition of each case, if it has not been done currently. The notations should be: "ineligible for recommendation", "recommended - not accepted because _____", "enrolled - (date)", and the like.

The entries here will make it possible to tell which applicants can be reconsidered when the next enrollment approaches.

E. THE INDEX CARD, DPW FORM 3 (REVISED)

The index file is a necessary part of the efficient organization of the county department and will be particularly useful in CCC cases. An index card, DPW Form 3 (Revised), must be made out for each boy applying for CCC enrollment. The same card may be used for cross reference purposes; but if

the county department prefers to use a card intended for cross reference only, this plan may be discussed with the district representative, and such cards obtained from the state department upon request.

1. Use and Operation of the File

The use and operation of the index file as they apply to the index cards of the CCC applicants are the same as for the public assistance cases.

2. Preparation of the Index card

Surname, Birthdate, Race, Sex, Application No., F.N., and M.W.

Follow instructions given in the Aged Assistance Manual, Chapter I, Section 4.

Address

Enter the mailing address of the applicant at the time of application.

Hu. - Fa.

Enter full name of father of applicant.

W. - Mo.

Enter full name of mother of applicant.

Person in Loco Parentis

Enter name of guardian or head of household to which applicant belongs, if he is not living with parents.

Birthplace, M's and W's

Not applicable in CCC selection cases.

Alias

Enter any other names by which applicant is known, or any other spelling of his name used by him.

Members of Family, Birthdate, Kin-to, Date Case Opened, Date Case Closed

If this information is needed, follow instructions given in the Aged Assistance Manual, Chapter I, Section 4.

F. CASE FOLDER

A folder should be made for each case accepted for investigation to preserve

the recorded information compiled by the county department pertaining to the applicant for CCC enrollment.

1. Information on the Folder

The county department should put the same information on the tab for CCC cases as for cases of public assistance.

2. Make-up of Folder

The county department should follow its usual practice in fastening the material to the case folder.

3. Material in Folder

The average CCC case record will contain much of the following material:

Preliminary application, CCC Form 1 (Revised)
Narrative Record, if any
Copies of all correspondence from or concerning the applicant for CC(
Certificate of Selection, CCC Form S210

4. Filing of Folders

Case folders of CCC applicants may be filed in one of two ways, depending upon the needs and desires of the individual county department. The folders may be filed either in numerical order by application number or alphabetically. The file may also be divided into the two sections of "Active File, CCC" and "Inactive File, CCC", as the needs of the county department require.

5. Duplication of Case Material

Since many CCC applicants will be members of households into which some sort of public assistance or county welfare department service is alread going, it is suggested that duplication be avoided insofar as possible. The CCC case record will need to contain only the material pertaining to the particular application and such other material as is necessary to make a selection decision. It is suggested, however, that entries of home visits to recipients be recorded in the narrative records of those cases in order that the existence of the material in the CCC record may be known.

G. OTHER FORMS AND RECORDS

In some counties problems may arise from the fact that enough information is not available concerning an individual applicant or his family to insure adequately against unnecessary duplication of public assistance in the case of a family. If such problems do arise, the establishing of additional procedures and records should be discussed with the district representative.

H. CERTIFICATE OF SELECTION, CCC FORM S210

This form is prescribed by the Director of the Civilian Conservation Corps and is to be executed in triplicate for every junior selectee. All local selecting agents should be familiar with this form and be guided by the direction for its preparation as attached herewith. This will assure precision and uniformity in the use of this form. This form must be typewritten with the exception of the signatures.

The original copy of this certificate must be sent to the acceptance officer for each selectee notified to report for enrollment by the local selecting agent. The second copy for every selectee accepted is to be sent to the State Selecting Agency, immediately after the local selecting agent is advised which selectees were accepted by the acceptance officers.

One copy of CCC Form 1 (Revised), preliminary application, for each applicant selected, is to be attached to the corresponding form S210 for filing; also, any other case history of the acceptee should be filed with Form S210, and Form 1 (Revised) case folder.

Supply of this form is to be requisitioned from the State Selecting Agency as needed by the local selecting agent.

(See copy of this form as well as instructions governing its use at the end of this section.)

CCC FORM 1 (REVISED)

STATE OF INDIANA
DEPARTMENT OF PUBLIC WELFARE

THIS FORM TO BE MADE IN TRIPLICATE

PRELIMINARY APPLICATION FOR CCC SELECTION

****

CASE NUMBER _____

APPLICANT'S NAME _____ STATE _____
(LAST NAME) (FIRST NAME) (MIDDLE INITIAL)

ADDRESS _____ COUNTY _____

BIRTHPLACE _____ DATE _____ COLOR _____

NEAREST RELATIVE _____ ADDRESS _____ REL. _____

CITIZENSHIP: NATIVE BORN _____ NATURALIZED _____ MARITAL STATUS _____

MILITARY OR NAVAL SERVICE _____ CMTC _____ MEMBER OF 4H CLUB _____ BOY SCOUTS _____

WERE YOU PREVIOUSLY A MEMBER OF THE CCC? _____ IF SO, FURNISH THE FOLLOWING INFORMATION:

COMPANY	LOCATION	DATE ENROLLED	DATE DISCHARGED	TYPE OF DISCHARGE

HAVE YOU MADE APPLICATION BEFORE FOR ENTRANCE TO THE CCC _____ WHEN _____

IS ANY OTHER MEMBER OF YOUR FAMILY ENROLLED IN THE CCC? _____ IF SO, STATE NAME AND RELATIONSHIP _____ NAME AND ADDRESS OF ALLOTTEE _____ CAMP LOCATION _____

ARE YOU UNEMPLOYED? _____ HOW LONG UNEMPLOYED? _____ REGISTERED WITH THE STATE EMPLOYMENT AGENCY? _____ LIST OCCUPATIONAL QUALIFICATIONS:

OCCUPATION (SPECIFIC WORK DONE)	LENGTH OF SERVICE

AT WHAT AGE DID YOU LEAVE SCHOOL? _____ LAST GRADE _____ REASONS FOR LEAVING SCHOOL AS FOLLOWS:

1. GRADUATION _____ 3. ECONOMIC REASONS _____
2. LACK OF INTEREST _____ 4. OTHERS _____

DO YOU EXPECT TO RETURN TO SCHOOL? _____ WHAT SCHOOL SUBJECTS DID YOU LIKE BEST? _____ ARE YOU REGULARLY ATTENDING SCHOOL OR ON VACATION AT THE PRESENT TIME? _____

WHAT ARE YOUR FAVORITE HOBBIES? _____ LIST YOUR FAVORITE SPORTS _____ WHAT TYPE OF JOB TRAINING OR SPECIAL SUBJECTS WOULD YOU LIKE TO TAKE WHILE ENROLLED IN THE CCC? _____

WHAT HAVE YOU THOUGHT YOU WOULD LIKE TO DO FOR A LIVING? (SPECIFY DEFINITE TYPE OF WORK) _____ HOW DID YOU BECOME INTERESTED IN THIS TYPE OF WORK? _____ LIST ANY SPECIAL THINGS YOU CAN DO (TYPEWRITE-DRIVE TRUCK-PLAY MUSICAL INSTRUMENT) _____

WHAT ARE THE MAJOR INDUSTRIES OR CROPS OF YOUR COMMUNITY? _____

DO YOU LIVE ON A FARM _____ IN A TOWN UNDER 2,500 INHABITANTS _____ OR CITY OF 2,500 OR MORE INHABITANTS? _____ ARE YOU AGREEABLE TO AN OUT-OF-STATE CAMP ASSIGNMENT? _____ ARE YOU WILLING TO REMAIN IN THE CORPS FOR AT LEAST SIX MONTHS? _____ IS ENROLLMENT SOUGHT OF YOUR OWN FREE WILL? _____ ARE YOU ON PROBATION OR PAROLE? _____ HAVE YOU EVER BEEN CONVICTED OF A CRIME? _____ WHEN _____ ARE YOU A MEMBER OF THE NATIONAL GUARD? _____ DO YOU HAVE A SOCIAL SECURITY NUMBER? _____ GIVE NUMBER _____ ARE THERE ANY RESPONSIBILITIES YOU HAVE ASSUMED IN THE HOME? _____

DATE _____

_____
(SIGNATURE OF APPLICANT)

NAME OF ALLOTTEE _____ RELATIONSHIP _____
(LAST NAME) (FIRST NAME) (MIDDLE INITIAL)
ADDRESS OF ALLOTTEE _____ AMOUNT OF ALLOTMENT _____
MONTHLY INCOME IN APPLICANT'S FAMILY _____ NUMBER IN APPLICANT'S FAMILY _____ NUMBER UNDER SIXTEEN YEARS OF AGE _____ NUMBER EMPLOYED _____ DOES APPLICANT'S FAMILY RECEIVE WPA ___ CCC ___ NYA ___ DIRECT RELIEF ___ ADC ___ BLIND ASSISTANCE ___ OAA ___ PENSIONS (SPECIFY) _____ _____ UNEMPLOYMENT COMPENSATION ___ SURPLUS COMMODITIES ___ OTHER ASSISTANCE (SPECIFY) _____ _____ IS APPLICANT FROM FAMILY ELIGIBLE FOR RELIEF, BUT NOT RECEIVING RELIEF? _____ IS APPLICANT FROM FAMILY BELOW A NORMAL OR AVERAGE INCOME, BUT NOT ELIGIBLE FOR ANY TYPE OF PUBLIC AID, AND IS HE, HIMSELF UNEMPLOYED AND IN NEED OF EMPLOYMENT? _____ IF APPLICANT IS AN ORPHAN OR NON-FAMILY BOY, IS HE PERSONALLY RECEIVING RELIEF, WORK RELIEF, OR OTHER PUBLIC ASSISTANCE _____; PERSONALLY ELIGIBLE FOR RELIEF BUT NOT RECEIVING _____; OR UNEMPLOYED AND IN NEED OF EMPLOYMENT ____.

- - - - - - - - - - - - - - -

PERMISSION OF PARENT OR GUARDIAN

I HEREBY GIVE MY PERMISSION FOR THE ABOVE APPLICANT TO ENROLL IN THE CCC. I AM ___ AM NOT ___ WILLING FOR HIM TO ACCEPT AN OUT-OF-STATE CAMP ASSIGNMENT.

_____
(SIGNATURE OF PARENT OR GUARDIAN)

STATEMENT OF ALLOTTEE

I ACCEPT THE RESPONSIBILITY OF BECOMING THE ALLOTTEE WITH THE UNDERSTANDING THAT THE RETURN OF ALLOTMENT MONEY TO THE ENROLLEE IS STRICTLY PROHIBITED DURING THE PERIOD OF ENROLLMENT, AND THAT VIOLATION OF THIS REGULATION SUBJECTS THE ENROLLEE TO DISHONORABLE DISCHARGE.

_____
(SIGNATURE OF ALLOTTEE)

STATEMENT OF VISITOR

HOW WAS AGE VERIFIED? _____ IF APPLICANT HAS PREVIOUS SERVICE, WAS DISCHARGE SEEN? _____ WHAT TYPE OF DISCHARGE? _____ WHAT IS APPLICANT'S ATTITUDE TOWARD THE CCC? _____ WHY DOES THIS APPLICANT NEED CCC? _____ _____ IS APPLICANT ELIGIBLE ___ NOT ELIGIBLE ___ WHAT ARE APPLICANT'S PLANS FOR THE FUTURE? _____
HAS VISITOR EXPLAINED THOROUGHLY TO APPLICANT WHAT IS EXPECTED OF AN ENROLLEE IN CAMP? ___ DATE OF HOME VISIT _____

COMMENTS: _____

(NOTE: ENTER ANY FACTS YOU LEARN CONCERNING THE HOME AND BACKGROUND OF APPLICANT, FAMILY'S INTEREST IN APPLICANT, APPLICANT'S INTEREST IN AND ATTITUDE TOWARD FAMILY, PROBLEMS IN THE HOME, ETC.)

IF APPLICANT IS ACCEPTED, ORIGINAL COPY IS TO BE ATTACHED TO GREEN COPY OF CERTIFICATE OF SELECTION AND FORWARDED TO THE STATE OFFICE. ONE COPY TO BE ATTACHED TO ORIGINAL COPY OF CERTIFICATE OF SELECTION FOR THE ARMY, AND ONE COPY TO BE ATTACHED TO YELLOW COPY FOR FILING IN DPW FILES.

_____
(SIGNATURE OF VISITOR)

CIVILIAN CONSERVATION CORPS
OFFICE OF THE DIRECTOR
WASHINGTON, D. C.

Instrustions governing the use of

Certificate of Selection for Enrollment in The Civilian Conservation Corps
(Form CCC-S210)

HEADING

Case Number. - Enter case number of applicant

Date. - Enter date on which application is filled in.

Applicant's name. - Enter applicant's full name, last name first, followed by first name and middle name. If applicant has no middle name, enter the word None in parenthesis in the space provided for middle name. For example: Doe, John (None). In no case will initials only be given in lieu of first or middle name.

Address. - On this line enter street and number or rural route and box number.

Post office. - Enter name of town or city where mail is received by applicant.

State. - The State of the applicant's residence.

County. - The county of the applicant's residence.

Local agency. - Name of the authorized local welfare or public assistance agency receiving the application.

Address. - Enter street and number or building where office of local agency is located.

City or town. - In which the local agency has its office.

SECTION 1

Age. - Enter applicant's age in years at last birthday.

Place and date of birth. - Enter city and State, and month, day, and year of applicant's birth.

If not born in the United States, have you been naturalized? - Answer by "yes" or "no" only if place of birth is not in the United States. Answer of "yes" must be made only if clearly indicated and apparent that final citizenship papers have been granted.

First papers. - Give date when first citizenship papers were granted.

Final papers. - Give place and date when final citizenship papers were granted.

Height. - Enter applicant's height in inches.

Weight. - Enter weight of applicant to nearest pound.

Color of eyes. - As observed by selecting agent.

Color of hair. - As observed by selecting agent.

Applicant's marital status. - Indicate whether single, divorced, widowed, married, or separated.

Father living? - Answer "yes" or "no") Does not refer to step-
Mother living? - Answer "yes" or "no") parents or foster parents

How many brothers? - Indicate number of applicant's living brothers, irrespective of whether they reside in same household with him.

Sisters? - Same explanation as for brothers.

Occupation of principal wage earner of family. - Enter only the usual occupation - i. e., that occupation or kind of work for which the principal wage earner is best qualified in terms of experience, background, and training. Do not enter temporary employment, the title of which differs from the usual occupation. For example: If the principal wage earner is usually employed as a carpenter, but is temporarily employed as a general laborer, enter "carpenter" in this space.

How many members of family reside in household? - Do not include applicant, but indicate number of members of applicant's family, related by blood, marriage, or adoption who reside together in the same household and who share in, or are dependent upon, a common income. An unrelated person who lives with the family and who pools all his income or receives all his expenses from the family funds should also be included. Considering the actual composition of the family group from which applicant comes, the number reported in answer to this question may include more or less persons than the father, mother, brothers and sisters reported in answer to previous questions; e. g., a grandfather or an aunt by marriage may reside permanently in applicant's household and be counted within the family economic group. Or a brother or sister may be living apart from the family group and not dependent upon or sharing in the family income, and thus will not be counted.

Do you live on a farm? - Answer "yes" or "no".

Is farm owned by your family? - Answer "yes" only if farm is owned by applicant's family. Answer "no" if family is residing on a farm as tenant, sharecropper, or farm laborer.

Live in town of less than 2,500 persons and not on farm? - Answer "yes" only if applicant resides in town, village, or rural area of less than 2,500 persons and not on a farm. Answer "no" if applicant resides in a place of 2,500 or more population.

Live in town or city of 2,500 or more? - Answer "yes" or "no".

If so, give population - Enter population of town or city rounded out to the nearest 1,000.

How long a resident of this State? - Indicate number of years applicant has lived steadily in the State. If residence in State is less than 1 year, enter symbol "0" in this space.

How long a resident of this county? - Indicate number of years applicant has lived steadily in the county in which he makes application. If residence in county is less than 1 year, enter symbol "0" in this space.

Population of county. - Enter county population figure only if greater than 250,000 persons. The purpose is to distinguish a resident of a suburban town or small city located in a metropolitan area or populous county from a resident of a town or small city located at some distance from a population center.

SECTION 2

School last attended. - Enter here name of the last school attended by applicant; e.g., Hillsboro Grammar School, Maple Avenue Junior High School, etc.

Located at. - Enter town or city and State in which school last attended was located or from which mail is delivered to school.

Date of leaving. - Give last date (month and year) on which applicant was regularly enrolled in school.

Education - Draw a circle around the highest grade of school or college which the applicant has completed.

Special educational or vocational interests. - Enter one or more educational or vocational interests of applicant, especially those interests which the applicant hopes to pursue while enrolled in the Civilian Conservation Corps; e. g., motor mechanics, landscaping, woodworking, mathematics, journalism, etc.

SECTION 3

Are you now unemployed? - Answer "yes" only if applicant is without paid regular employment, is not on temporary furlough from regular employment, is not in attendance at school or on vacation from school. Unpaid family workers in a family business or on a farm, in cases where their services would normally not be needed in the conduct of the business or farming operations, may be considered unemployed in the discretion of the selecting agency.

How long unemployed? - This item must be answered in every case. Indicate the number of months since applicant has had a paid regular job in private employment. Do not consider intervening WPA, NYA, CCC, or other emergency work as regular employment. If applicant has never worked at a paid regular job, enter symbol "NE" (never employed) in this space.

Do you need employment? - Answer of "yes" or "no" is to be the applicant's own evaluation of his need and voluntary desire for work. Does not have reference to priorities of need established for guidance of selecting agents in making final choice of selectees.

Have you ever had a paid regular job? - Answer "yes" only if applicant has had previous paid work of a continuing nature in private employment. Exclude WPA, NYA, CCC, or other emergency work financed from public funds. If all previous paid work has been in the nature of occasional odd jobs or work

of exceedingly temporary nature, answer "no".

Date last job ended. - If the answer to the previous question is "yes", indicate date last paid regular job ended. This date should be used in checking applicant's answer to question, "How long unemployed?"

Social security account number. - Enter only if applicant has previously applied for and received such number through the appropriate field office of the Social Security Board.

Registered with State Employment Service? - Answer "yes" only if registration of applicant is currently active in appropriate local office of the State Service.

Work best qualified for. - State type or types of work based upon previous work experience, training, or preparation.

Statement of work history. - If applicant has had previous paid employment, in appropriate blanks give chronological statement of work history indlucing names and addresses of employers, nature of work performed (kind of work done), and inclusive dates of employment - i. e., May 1935 - January 1936. Indicate last job held on line 1, next to last job on line 2, and so on.

Total months all paid regular employment. - An entry must be made in each case. This is the sum of months worked by applicant in all of the separate employments reported above as his work history. Enter symbol "0" if applicant has never worked at paid regular employment. Regular employment (as noted above) excludes odd jobs or work of exceedingly temporary nature and WPA, NYA, CCC, or other emergency work financed from public funds.

SECTION 4

Applicant's reason(s) for desiring CCC enrollment. - Selecting agent should discuss with applicant his purpose in desiring to be selected (or reselected) for enrollment in the Civilian Conservation Corps. In making an entry here, the selecting agent may restate in briefer form applicant's reply to this question. The answer to this question will undoubtedly correlate with information given in preceding sections and will be an important indication as to whether the applicant has an eager desire or merely a reluctant willingness for enrollment in the Corps.

SECTION 5

Previously enrolled in the Civilian Conservation Corps? - Must be answered by "yes" or "no".

NOTE. - Some applicants for reselection - i. e., those previously enrolled - have been members of the Corps on more than one previous occasion. In answering the following five questions, use a separate line on the form to record each unbroken length of service, beginning with the column headed "Company number" and proceeding across the page. A previous unbroken length of service may include assignments to more than one company. For example, if an enrollee was initially assigned to "Company 812," but prior to discharge was transferred to "Company 863" and discharged from the latter company, enter "Company 863" under heading "Company number," and on the same line therewith enter the total number of months and days served both in Company 812 and Company 863.

CCC serial number. - To be obtained by selecting agent through actual inspection of applicant's CCC discharge certificate(s).

Company number. - If previously enrolled, indicate number of company in which former enrollee was located at time of each discharge from the Corps. Due to the possibility of intercompany transfer, this may or may not be the company to which first assigned.

Length of service. - Enter number of months and days served during each unbroken length of service. This may have included assignment to several companies.

Date enrolled - Give date of each previous enrollment (distinguish from reenrollment at the camp).

Date discharged. - Give date on which the enrollee was separated from the Corps.

Type of discharge. - Write in type of discharge received by enrollee on separation from each previous service, i. e., honorable, administrative, or dishonorable, based on selecting agent's inspection of actual discharge certificate(s) or certified copy thereof.

Total previous service - Enter the total number of months and days of all previous enrolled service in the Civilian Conservation Corps.

SECTION 6
(Required for all juniors having dependents)

Allotment of cash allowance. - Indicate full name of allottee, last name first, followed by first name and middle name; give relationship of applicant to allottee; if not related to applicant, insert "dependent of obligation"; give complete address of allottee including street and number or rural route and city or town where mail is received, and indicate amount of the allotment. If designated allottee is a woman, indicate that fact by placing (Miss) or (Mrs.) before her first name. For example: Jones, (Mrs.) Edna Louise. In no case will initials only be given in lieu of first or middle name. If allottee has no middle name, enter the word None in parenthesis in space provided for middle name. For example: Smith, John (None).

Voluntary deposit. - If applicant desires deposit in addition to allotment, indicate amount to be deposited. For example: An applicant with dependents is required to make minimum $22 allotment, but if he so desires, an additional portion of his cash allowance may be deposited with the Chief of Finance, War Department.

SECTION 7
(Required in all cases in which section 6 is not used)

Statement of selecting agent. - For applicants without dependents and required to make a deposit, the selecting agent will enter in the appropriate space the amount to be deposited with the Chief of Finance and will sign the certificate in the space indicated for signature.

Statement of applicant. - In addition to the signature of the selecting agent, each applicant without dependents shall be required to sign the statement included in the "Authorization for Deposit". The applicant's signature must be in ink and must correspond exactly with applicant's name as entered on reverse side of the form.

SECTION 8

Applicant's Signature. - Signature to be affixed only after applicant has carefully read this section in the presence of the selecting agent. Signature must be in ink and must conform exactly with applicant's name as entered on the reverse side of form.

SECTION 9

Directed to report to United States Army authorities at. - Indicate location of camp or other acceptance station where selected man will be given physical examination by Army CCC officials and the date and hour when he is directed to report.

Name of selecting agent. - Enter ink signature of the selecting agent authorized by the State Director of Selection to sign on behalf of the State selecting agency. This is usually the executive head of the local agency. A rubber-stamp signature is not permissible.

Official dosignation. - Give title of position held by authorized agent signing the certificate.

Date of certification. - Enter date on which section 9 of the completed certificate of selection is signed. This does not necessarily correspond with date appearing on reverse side of form since time may intervene between the date on which preceding sections of the form are filled in and the date the certificate is signed.

Note to selecting agencies. - All selecting agents are to familiarize themselves with and be guided by the directions above. This will assure precision and Nation-wide uniformity in the use of the Certificate of Selection. The typewriter should be used except for signature. (All signatures are to be in ink.) Observe routing of copies as indicated on forms.

Form CCC-S 210

CERTIFICATE OF SELECTION

For Enrollment in the

CIVILIAN CONSERVATION CORPS

Case Number .....

Date .....

APPLICANT'S NAME ..... (Last name) (First name) (Middle name)

ADDRESS .....

POST OFFICE .....

STATE OF INDIANA, COUNTY .....

Application received by—

LOCAL AGENCY .....

ADDRESS .....

CITY OR TOWN .....

SECTION 1.

Age ..... Place and date of birth ..... (City and State) (Month) (Day) (Year)

If not born in the United States, have you been naturalized? ..... First papers ..... (Date) Final papers ..... (Place) (Date)

Height ..... (Minimum: 60 in.) Weight ..... (Minimum: 107 lb.) Color of eyes ..... Color of hair .....

Applicant's marital status ..... Is your father living? ..... (Yes or no) Mother living? ..... (Yes or no)

How many brothers? ..... Sisters? ..... Occupation of principal wage earner of family? .....

How many members of your family reside in the same household with you? (excluding applicant) ..... (Number)

Do you live on a farm? ..... (Yes or no) If so, is the farm owned by your family? ..... (Yes or no)

Do you live in a town or village of less than 2,500 persons, or in a rural area, and *not on a farm*? ..... (Yes or no)

Do you live in a town or city of 2,500 or more persons? ..... (Yes or no) If so, give population .....

How long have you resided in this State? ..... (Years) This county? ..... (Years) Population of county .....

SECTION 2.

School last attended ..... (Name of school) Located at ..... (City and State) Date of leaving .....

Education: { *Circle highest grade completed* } Grammar or grade school, 1 2 3 4 5 6 7 8. High school, 1 2 3 4. College, 1 2 3 4

Special educational or vocational interests .....

SECTION 3.

Are you now unemployed? ..... (Yes or no) How long unemployed? ..... (Months) Do you need employment? ..... (Yes or no)

Have you ever had a paid regular job? ..... (Yes or no) If so, give date last job ended ..... Social Security Account No. .....

Registered with State Employment Service? ..... (Yes or no) Work best qualified for .....

If previously employed, give consecutive statement of your work history in space below (*list latest job at top*):

NAME AND ADDRESS OF EMPLOYER	NATURE OF WORK PERFORMED	INCLUSIVE DATES OF EMPLOYMENT	
		From—	To—
1.			
2.			
3.			
4.			
5.			

Total months of all paid regular employment to date .....

SECTION 4.

Applicant's reason(s) for desiring C. C. C. enrollment: .....

.....

(This form to be completed on reverse side)

SECTION 5.

Previously enrolled in C. C. C.? _____ (Yes or no) C. C. C. serial number _____ If so, list all previous service below:

Company Number	Length of Service		Date Enrolled	Date Discharged	Type of Discharge Hon., Adm., or Dishon.
	Months	Days			
1.					
2.					
3.					

Total length of all previous service in Civilian Conservation Corps: Months _____ Days _____

SECTION 6. **DESIGNATION OF ALLOTTEE**

(Required for all juniors having dependents. Juniors without dependents will use Section 7)

Allotment from monthly cash allowance desired by applicant to be made to dependent(s) as follows:

Name _____ Relationship _____
(Last name) (First name) (Middle name)

Address _____ Amount per month _____

Name _____ Relationship _____
(Last name) (First name) (Middle name)

Address _____ Amount per month _____

In addition to allotment, applicant desires deposit in the amount of $_____ per month.

SECTION 7. **AUTHORIZATION FOR DEPOSIT IN LIEU OF ALLOTMENT**

(Completion of this Section required in all cases in which Section 6 is not used)

I. From the Selecting Agency: It is hereby certified, pursuant to regulations issued under section 9 of the Act to establish the Civilian Conservation Corps effective July 1, 1937, that through verification of the status of the applicant named herein, proper assurance has been obtained that he does not have any dependent member or members of his family to whom an allotment can be made. In order to be selected and enrolled in the Corps he is therefore required to agree to make a monthly deposit of pay in the amount of $_____ with the Chief of Finance, War Department, to be repaid normally upon completion of or release from enrollment.

Selecting Agent's signature (*ink*) _____

II. From the Applicant: In accordance with the aforementioned Act and regulations prescribed thereunder by the Director of the Corps, I hereby certify that I do not have any dependent member or members of my family to whom an allotment of pay can be made, and I agree to make a monthly deposit of pay with the Chief of Finance, War Department, in the amount specified above, to be repaid normally upon completion of or release from enrollment.

Applicant's signature (*ink*) _____

SECTION 8.

The statements contained in the foregoing Sections are true, to the best of my knowledge. I desire to be enrolled in the Civilian Conservation Corps for a period of 6 months unless earlier released in accord with law and established regulations. If I am accepted and enrolled, I agree to abide faithfully by the rules and regulations of the Corps and am willing to be assigned to any C. C. C. camp within the continental United States.

Applicant's signature (*ink*) _____

SECTION 9. **THE OFFICE OF THE DIRECTOR (Division of Selection) C. C. C.**

Certifies that the above-named applicant has been properly selected for enrollment as a Junior in the Civilian Conservation Corps.

For completion of his enrollment, including physical examination, he has been directed to report to C. C. C. acceptance officers at _____ on _____, 19____ at _____ {a. m. / p. m.}

STATE OF INDIANA
DEPARTMENT OF PUBLIC WELFARE
141 South Meridian Street, Indianapolis, Indiana
Virgil Sheppard, Director, C.C.C. Selection

By _____
(Ink signature of authorized selecting agent)

_____
(Official designation)

_____
(Date of certification)

Original to Army

Form CCC-S 210

CERTIFICATE OF SELECTION

For Enrollment in the

CIVILIAN CONSERVATION CORPS

Case Number .....

Date .....

APPLICANT'S NAME ..... (Last name) (First name) (Middle name)

ADDRESS .....

POST OFFICE .....

STATE OF INDIANA, COUNTY .....

Application received by—

LOCAL AGENCY .....

ADDRESS .....

CITY OR TOWN .....

SECTION 1.

Age ..... Place and date of birth ..... (City and State) (Month) (Day) (Year)

If not born in the United States, have you been naturalized? ..... First papers ..... (Date) Final papers ..... (Place) (Date)

Height ..... (Minimum: 60 in.) Weight ..... (Minimum: 107 lb.) Color of eyes ..... Color of hair .....

Applicant's marital status ..... Is your father living? ..... (Yes or no) Mother living? ..... (Yes or no)

How many brothers? ..... Sisters? ..... Occupation of principal wage earner of family? .....

How many members of your family reside in the same household with you? (excluding applicant) ..... (Number)

Do you live on a farm? ..... (Yes or no) If so, is the farm owned by your family? ..... (Yes or no)

Do you live in a town or village of less than 2,500 persons, or in a rural area, and *not on a farm*? ..... (Yes or no)

Do you live in a town or city of 2,500 or more persons? ..... (Yes or no) If so, give population .....

How long have you resided in this State? ..... (Years) This county? ..... (Years) Population of county .....

SECTION 2.

School last attended ..... (Name of school) Located at ..... (City and State) Date of leaving .....

Education: { *Circle highest grade completed* } Grammar or grade school, 1 2 3 4 5 6 7 8. High school, 1 2 3 4. College, 1 2 3 4

Special educational or vocational interests .....

SECTION 3.

Are you now unemployed? ..... (Yes or no) How long unemployed? ..... (Months) Do you need employment? ..... (Yes or no)

Have you ever had a paid regular job? ..... (Yes or no) If so, give date last job ended ..... Social Security Account No. .....

Registered with State Employment Service? ..... (Yes or no) Work best qualified for .....

If previously employed, give consecutive statement of your work history in space below (*list latest job at top*):

NAME AND ADDRESS OF EMPLOYER	NATURE OF WORK PERFORMED	INCLUSIVE DATES OF EMPLOYMENT	
		From—	To—
1.			
2.			
3.			
4.			
5.			

Total months of all paid regular employment to date .....

SECTION 4.

Applicant's reason(s) for desiring C. C. C. enrollment: .....

.....

(This form to be completed on reverse side)

SECTION 5.

P[illegible]usly enrolled in C. C. C.? _____ (Yes or no) C. C. C. serial number _____ If so, list all previous service below:

Company Number	Length of Service		Date Enrolled	Date Discharged	Type of Discharge Hon., Adm., or Dishon.
	Months	Days			
1.					
2.					
3.					

Total length of all previous service in Civilian Conservation Corps: Months _____ Days _____

SECTION 6. **DESIGNATION OF ALLOTTEE**

(Required for all juniors having dependents. Juniors without dependents will use Section 7)

Allotment from monthly cash allowance desired by applicant to be made to dependent(s) as follows:

Name _____ (Last name) (First name) (Middle name) Relationship _____

Address _____ Amount per month _____

Name _____ (Last name) (First name) (Middle name) Relationship _____

Address _____ Amount per month _____

In addition to allotment, applicant desires deposit in the amount of $_____ per month.

SECTION 7. **AUTHORIZATION FOR DEPOSIT IN LIEU OF ALLOTMENT**

(Completion of this Section required in all cases in which Section 6 is not used)

I. From the Selecting Agency: It is hereby certified, pursuant to regulations issued under section 9 of the Act to establish the Civilian Conservation Corps effective July 1, 1937, that through verification of the status of the applicant named herein, proper assurance has been obtained that he does not have any dependent member or members of his family to whom an allotment can be made. In order to be selected and enrolled in the Corps he is therefore required to agree to make a monthly deposit of pay in the amount of $_____ with the Chief of Finance, War Department, to be repaid normally upon completion of or release from enrollment.

Selecting Agent's signature (*ink*) _____

II. From the Applicant: In accordance with the aforementioned Act and regulations prescribed thereunder by the Director of the Corps, I hereby certify that I do not have any dependent member or members of my family to whom an allotment of pay can be made, and I agree to make a monthly deposit of pay with the Chief of Finance, War Department, in the amount specified above, to be repaid normally upon completion of or release from enrollment.

Applicant's signature (*ink*) _____

SECTION 8.

The statements contained in the foregoing Sections are true, to the best of my knowledge. I desire to be enrolled in the Civilian Conservation Corps for a period of 6 months unless earlier released in accord with law and established regulations. If I am accepted and enrolled, I agree to abide faithfully by the rules and regulations of the Corps and am willing to be assigned to any C. C. C. camp within the continental United States.

Applicant's signature (*ink*) _____

SECTION 9. **THE OFFICE OF THE DIRECTOR (Division of Selection) C. C. C.**

Certifies that the above-named applicant has been properly selected for enrollment as a Junior in the Civilian Conservation Corps.

For completion of his enrollment, including physical examination, he has been directed to report to C. C. C. acceptance officers at _____

_____ on _____, 19____ at _____ {a. m. / p. m.}

STATE OF INDIANA
DEPARTMENT OF PUBLIC WELFARE
141 South Meridian Street, Indianapolis, Indiana
Virgil Sheppard, Director, C.C.C. Selection

By _____
(Ink signature of authorized selecting agent)

_____
(Official designation)

_____
(Date of certification)

Duplicate to State Selecting Agency

Form CCC-S 210

CERTIFICATE OF SELECTION

For Enrollment in the

CIVILIAN CONSERVATION CORPS

Case Number .....

Date .....

APPLICANT'S NAME ..... (Last name) (First name) (Middle name)

ADDRESS .....

POST OFFICE .....

STATE OF INDIANA, COUNTY .....

Application received by—

LOCAL AGENCY .....

ADDRESS .....

CITY OR TOWN .....

SECTION 1.

Age ..... Place and date of birth ..... (City and State) (Month) (Day) (Year)

If not born in the United States, have you been naturalized? ..... First papers ..... (Date) Final papers ..... (Place) (Date)

Height ..... (Minimum: 60 in.) Weight ..... (Minimum: 107 lb.) Color of eyes ..... Color of hair .....

Applicant's marital status ..... Is your father living? ..... (Yes or no) Mother living? ..... (Yes or no)

How many brothers? ..... Sisters? ..... Occupation of principal wage earner of family? .....

How many members of your family reside in the same household with you? (excluding applicant) ..... (Number)

Do you live on a farm? ..... (Yes or no) If so, is the farm owned by your family? ..... (Yes or no)

Do you live in a town or village of less than 2,500 persons, or in a rural area, and *not on a farm*? ..... (Yes or no)

Do you live in a town or city of 2,500 or more persons? ..... (Yes or no) If so, give population .....

How long have you resided in this State? ..... (Years) This county? ..... (Years) Population of county .....

SECTION 2.

School last attended ..... (Name of school) Located at ..... (City and State) Date of leaving .....

Education: { *Circle highest grade completed* } Grammar or grade school, 1 2 3 4 5 6 7 8. High school, 1 2 3 4. College, 1 2 3 4

Special educational or vocational interests .....

SECTION 3.

Are you now unemployed? ..... (Yes or no) How long unemployed? ..... (Months) Do you need employment? ..... (Yes or no)

Have you ever had a paid regular job? ..... (Yes or no) If so, give date last job ended ..... Social Security Account No. .....

Registered with State Employment Service? ..... (Yes or no) Work best qualified for .....

If previously employed, give consecutive statement of your work history in space below (*list latest job at top*):

NAME AND ADDRESS OF EMPLOYER	NATURE OF WORK PERFORMED	INCLUSIVE DATES OF EMPLOYMENT	
		From—	To—
1.			
2.			
3.			
4.			
5.			

Total months of all paid regular employment to date .....

SECTION 4.

Applicant's reason(s) for desiring C. C. C. enrollment: .....

.....

(This form to be completed on reverse side)

SECTION 5.

P[illegible]ously enrolled in C. C. C.? _____ C. C. C. serial number _____ If so, list all previous service below:
(Yes or no)

Company Number	Length of Service		Date Enrolled	Date Discharged	Type of Discharge Hon., Adm., or Dishon.
	Months	Days			
1.					
2.					
3.					

Total length of all previous service in Civilian Conservation Corps: Months _____ Days _____

SECTION 6. **DESIGNATION OF ALLOTTEE**

(Required for all juniors having dependents. Juniors without dependents will use Section 7)

Allotment from monthly cash allowance desired by applicant to be made to dependent(s) as follows:

Name _____ Relationship _____
(Last name) (First name) (Middle name)

Address _____ Amount per month _____

Name _____ Relationship _____
(Last name) (First name) (Middle name)

Address _____ Amount per month _____

In addition to allotment, applicant desires deposit in the amount of $_____ per month.

SECTION 7. **AUTHORIZATION FOR DEPOSIT IN LIEU OF ALLOTMENT**

(Completion of this Section required in all cases in which Section 6 is not used)

I. From the Selecting Agency: It is hereby certified, pursuant to regulations issued under section 9 of the Act to establish the Civilian Conservation Corps effective July 1, 1937, that through verification of the status of the applicant named herein, proper assurance has been obtained that he does not have any dependent member or members of his family to whom an allotment can be made. In order to be selected and enrolled in the Corps he is therefore required to agree to make a monthly deposit of pay in the amount of $_____ with the Chief of Finance, War Department, to be repaid normally upon completion of or release from enrollment.

Selecting Agent's signature (*ink*) _____

II. From the Applicant: In accordance with the aforementioned Act and regulations prescribed thereunder by the Director of the Corps, I hereby certify that I do not have any dependent member or members of my family to whom an allotment of pay can be made, and I agree to make a monthly deposit of pay with the Chief of Finance, War Department, in the amount specified above, to be repaid normally upon completion of or release from enrollment.

Applicant's signature (*ink*) _____

SECTION 8.

The statements contained in the foregoing Sections are true, to the best of my knowledge. I desire to be enrolled in the Civilian Conservation Corps for a period of 6 months unless earlier released in accord with law and established regulations. If I am accepted and enrolled, I agree to abide faithfully by the rules and regulations of the Corps and am willing to be assigned to any C. C. C. camp within the continental United States.

Applicant's signature (*ink*) _____

SECTION 9. **THE OFFICE OF THE DIRECTOR (Division of Selection) C. C. C.**

Certifies that the above-named applicant has been properly selected for enrollment as a Junior in the Civilian Conservation Corps.

For completion of his enrollment, including physical examination, he has been directed to report to C. C. C. acceptance officers at _____

_____ on _____, 19____ at _____ {a. m. / p. m.}

STATE OF INDIANA
DEPARTMENT OF PUBLIC WELFARE
141 South Meridian Street, Indianapolis, Indiana
Virgil Sheppard, Director, C.C.C. Selection

By _____
(Ink signature of authorized selecting agent)

_____
(Official designation)

_____
(Date of certification)

Triplicate to Local Files

I. RECORD ON CCC ENROLLEES, CCC FORM 2

This form is to be completely filled out for each enrollee immediately after he becomes a member of the Civilian Conservation Corps. This card contains name, address, age, county, date enrolled, and camp location of the enrollee name, address, and relationship of the allottee to the enrollee. The State Selecting Agency will furnish the local selecting agent with a list of boys enrolled from his county, together with their camp location, within a few days after the close of the enrollment. The information for this card record is to be taken from the Certificate of Selection, Form S210.

This card record for every boy enrolled is to be filed in an active file. When enrollees are discharged, their card records are to be removed from the active file and placed in a discharge file, with the reason for their discharge noted thereon.

All changes in addresses and allottees are to be noted on this card record. The local selecting agent will have this information as the result of investigations and verifications of requests sent by the State Selecting Agency.

This card record is also to be used for Project Assistants in the same way as for junior enrollees. A separate file should be maintained for project assistants. If a junior enrollee is reclassified as a project assistant, his card should be removed from the active junior file, reclassification shown on his card, and same filed in the project assistant file.

Supply of this form is to be requisitioned from the State Selecting Agency as needed by the local selecting agent.

See copy of this form at the end of this section.

C.C.C. Form No. 2
7500—5-10-39

RECORD ON CCC ENROLLEES

(Name of enrollee) (Age)

(Street) (City)

(COUNTY)

(DATE ENROLLED)

(Name of Beneficiary)

(Street) (City)

(COUNTY)

(Relationship to Enrollee)

Camp Location.....

Changes in beneficiary.....

Discharged.....

J. REPORT OF CCC ENROLLMENT, CCC FORM 3

This form will be used by the State Selecting Agency in furnishing a report to the local selecting agents of each quarterly enrollment.

This report should be filed in chronological order in the correspondence file of reports from the State Selecting Agency.

See sample form at the end of this section.

CCC FORM 3 (SAMPLE COPY)

REPORT OF JUNIOR ENROLLMENT - CIVILIAN CONSERVATION CORPS

Quarterly Enrollment Period April (Month) 1939 (Year)

TO: CCC Office, U. S. Department of Labor Date of report April 28, 1939

FROM: R. W. Bunch (State Director of Selection) Name of State Indiana

SCHEDULE A - Data on Selection, Acceptance, and Enrollment

(Source: State Selecting Agency Data - Items 1 to 8 inclusive)	WHITE	COLORED	TOTALS (1)
Item			
(1) Original Junior requisition authorized by Department of Labor a/...			2228
(2) Supplemental requisitions or deductions authorized - if any b/.....			0
(3) Final requisition (item 1 plus or minus item 2).....			2228
(4) Total number of Juniors called by Corps Area Commander c/.....	2024	204	2228
(5) Number of selectees (principals and alternates) notified by selecting agency to go forward for examination at Army acceptance station	2953	324	3277
(6) Number of selectees (principals and alternates) notified by selecting agency to report for examination who failed to report at Army CCC acceptance station	242	14	256
(7) Number of selectees rejected by the Army after examination at CCC acceptance station	620	97	717
(8) Number of selectees accepted for enrollment by the Army d/.....	2034	213	2247
(9) Number of Juniors actually enrolled (Source: Official report of total Junior enrollments obtained by State Selecting Agency from Corps Area or District CCC Headquarters.).....	2022	204	2226
(10) Number of Junior applicants awaiting future selection and enrollment e/.....	643	95	738

FOOTNOTES:

a/ Refers to State requisition cleared by telegram.

b/ Refers only to supplements or deductions cleared by Department of Labor.

c/ Give total number of selectees included in "calls" by Corps Area Commander upon State Selecting Agency for men to be sent forward to acceptance stations by local agencies.

d/ Item 8 will not necessarily be equal to items 5 minus 6 and 7, for the reason that every alternate will not have had the opportunity to be examined.

e/ Include only (1) actual applicants for whom preliminary eligibility data is on file and (2) selectees who, because of limited requisitions, did not have the opportunity to be examined.
Do not include estimates of unknown, prospective applicants.

2854c-5-29-39

SCHEDULE B - Age Distribution of Juniors Accepted

AGE GROUP ITEM	JUNIORS ACCEPTED TOTAL NUMBER (2)	JUNIORS ACCEPTED NUMBER PREVIOUSLY ENROLLED (3)	AGE GROUP ITEM	JUNIORS ACCEPTED TOTAL NUMBER (2)	JUNIORS ACCEPTED NUMBER PREVIOUSLY ENROLLED (3)
(11) Age 17	712	8	(16) Age 22	106	48
(12) Age 18	599	126	(17) Age 23	39	21
(13) Age 19	334	103	(18) Age 24 & over f/	3	1
(14) Age 20	263	89	(19) Totals g/	2247	462
(15) Age 21	191	66	xxx	xxx	xxx

SCHEDULE C - Data on Weight and Height of Juniors Accepted

ITEM WEIGHT	NUMBER OF ACCEPTEES (4)	ITEM HEIGHT	NUMBER OF ACCEPTEES (5)
(20) Weight 107 to 121 pounds	111	(29) Height 60 to 62 inches	56
(21) Weight 122 to 136 pounds	550	(30) Height 63 to 65 inches	256
(22) Weight 137 to 151 pounds	843	(31) Height 66 to 68 inches	788
(23) Weight 152 to 166 pounds	484	(32) Height 69 to 71 inches	815
(24) Weight 167 to 181 pounds	196	(33) Height 72 to 74 inches	310
(25) Weight 182 to 196 pounds	45	(34) Height 75 & over	22
(26) Weight 197 & over	17	(35) Height not specified	0
(27) Weight not specified	1	(36) Total i/	2247
(28) Total h/	2247	xxx	xxx

SCHEDULE D - Years of Schooling Completed - Juniors Accepted

YEAR	Not specified	No schooling	ELEMENTARY SCHOOL 1	2	3	4	5	6	7	8	HIGH SCHOOL 1	2	3	4	COLLEGE All Years	TOTAL (37) j/ xxx
Number of Acceptees	0	0	2	3	5	13	21	88	259	598	395	362	151	334	16	2247

FOOTNOTES:

Data in Schedules B, C, and D are to be obtained by analysis of corresponding items on completed Certificates of Selection

f/ Indicate number of "cooks" and other exempted men requisitioned by Corps Area Commander (do not include project assistants) accepted at age 24 and over. Cooks and other exempted men (exclusive of project assistants) below age 24 should be listed in proper age groups.

g/ Item 19 is total of items 11-18 inclusive.

h/ Item 28 is total of items 20-27 inclusive.

i/ Item 36 is total of items 29-35 inclusive.

j/ Item 37 is total of items in Schedule D.

Items 19, 28, 36, and 37 each should agree with item 8 of page 1.

SCHEDULE E - Urban-Rural Classification of Juniors Accepted

ITEM	DATA TO BE OBTAINED FROM COMPLETED CERTIFICATES OF SELECTION	NUMBER OF ACCEPTEES (6)	PERCENTAGE OF ACCEPTEES (7)
(38)	How many Juniors accepted for enrollment live on farms owned by their families?....	214	9.6
(39)	How many Juniors accepted for enrollment live on farms which are not owned by their families?	255	11.3
(40)	How many Juniors accepted for enrollment live in rural areas (non-farm) or incorporated places having less than 2,500 inhabitants?	423	18.8
(41)	How many Juniors accepted for enrollment live in incorporated places having 2,500 or more inhabitants?	1355	60.3
(42)	Total Juniors accepted	2247	100.0

SCHEDULE F - Length of Unemployment of Juniors Accepted

MONTHS UNEMPLOYED	NUMBER (8)	MONTHS UNEMPLOYED	NUMBER (8)
(43) Unemployed less than 4 months	1079	(47) Unemployed 16 to 19 months	164
(44) Unemployed 4 to 7 months	351	(48) Unemployed more than 20 months	79
(45) Unemployed 8 to 11 months	364	(49) Never employed	86
(46) Unemployed 12 to 15 months	122	(50) Not specified	2
xxx	xxx	(51) Total Juniors Accepted	2247

SCHEDULE G - Information on Unemployment Compensation Status of Juniors Accepted

ITEM	DATA TO BE OBTAINED FROM COMPLETED CERTIFICATES OF SELECTION	NUMBER OF ACCEPTEES (9)	PERCENTAGE OF ACCEPTEES (10)
(52)	Eligible for but not receiving Unemployment Compensation benefits (including those with claims pending).....	0	0
(53)	Receiving Unemployment Compensation benefits	0	0
(54)	Not eligible to receive Unemployment Compensation benefits	2247	100.00
(55)	Total Juniors accepted	2247	100.00

SCHEDULE H - Juniors Registered with Public Employment Offices

DATA TO BE OBTAINED FROM COMPLETED CERTIFICATES OF SELECTION	NUMBER OF ACCEPTEES (11)	PERCENTAGE OF ACCEPTEES (12)
(56) How many Juniors who were accepted were registered at public employment offices in your State?	980	43.6

SCHEDULE I - Number in Household of Juniors Accepted

Number in Household k/	Not Specified	0 1/	1	2	3	4	5	6	7	8 & Over	TOTAL (57)
Number of Acceptees	0	58	78	268	349	399	333	280	203	279	2247

SCHEDULE J - Allotments and Deposits of Juniors Accepted

DATA TO BE OBTAINED FROM COMPLETED CERTIFICATES OF SELECTION	NUMBER OF ACCEPTEES (13)	PERCENTAGE OF ACCEPTEES (14)
ITEM		
(58) How many Juniors made their allotments to their mothers or fathers?	1929	85.9
(59) How many Juniors made their allotments to brothers, sisters or other blood relatives?	218	9.7
(60) How many Juniors made their allotments to dependents of obligation?	34	1.5
(61) How many Juniors without qualified dependents were authorized to make deposits in lieu of allotments?	66	2.9
(62) Total Juniors accepted	2247	100.00

FOOTNOTES:

k/ Do not include acceptee. Refers only to number of persons residing in household in addition to acceptee at time of acceptance for enrollment. Data to be obtained from completed Certificates of Selection.

1/ Indicate how many Juniors accepted for enrollment were orphans, or single, unattached men who represented no household (or family) group.

Items 57 and 62 on this page should equal Item 8, page 1.

Items 42, 51, and 55 on the preceding page (page 3) should also equal Item 8, page 1 as to the number of acceptees reported.

SCHEDULE K - Financial Status of Juniors Accepted

DATA TO BE OBTAINED FROM SUPPLEMENTARY APPLICATIONS OR FROM LOCAL REPORTS	NUMBER OF ACCEPTEES (15)	PERCENTAGE OF ACCEPTEES (16)
ITEM		
(63) How many acceptees made allotments to WPA persons or families or to dependents receiving other types of Federal work, relief, or other financial aid? (Specify programs)		
Works Progress Administration	537	23.9
Civilian Conservation Corps	51	2.3
National Youth Administration	15	0.7
Federal Surplus Commodities	8	0.3
Unemployment Compensation	8	0.3
Total number and percent for (63)	619	27.5
(64) How many acceptees made allotments to persons or families receiving State or local emergency relief, or State or local public welfare assistance of other types? (Please list the various types, such as township, municipal, or county relief, old-age pensions, mothers' aid, etc., with corresponding numbers and percentages:)		
Township Trustee Relief	162	7.2
Aid to Dependent Children	99	4.4
Old Age Assistance	42	1.9
Pensions	13	0.6
Total number and percent for (64)	316	14.1
(65) How many acceptees made their allotments to persons or families certified as "eligible for relief" though not necessarily receiving such relief?	292	13.0
(66) How many acceptees, "unemployed and in need of employment", made allotments to qualified dependents below a normal standard of living who were nevertheless not eligible for any type of public aid?	954	42.5
(67) How many acceptees without qualified dependents made deposits in lieu of allotments? (should agree with Item 61, page 4)		
(a) Acceptees personally receiving relief, work relief, or other public assistance	9	0.4
(b) Acceptees personally "eligible for relief"	21	0.9
(c) Acceptees "unemployed and in need of employment"	36	1.6
Total number and percent for Item 67 (a,b,c)	66	2.9
(68) Total Juniors Accepted (This figure should agree with item 8, page 1.)	2247	100.00

SCHEDULE L - Acceptance Operations

Please list below the points (cities, towns, or CCC camps) where certified applicants were accepted by Army officials for enrollment, together with the dates on which applicants were accepted at those points and the number of men accepted at each point (i.e. a schedule of acceptances). The total of column 19 ("Number of CCC Selectees Accepted") should agree with item 8, page 1. If applicants are accepted at one point on two or more different dates, please list as separate items. (Use additional page if necessary).

DATES (17)	ACCEPTANCE POINTS (18)	NUMBER OF CCC SELECTEES ACCEPTED (19)
April 5, 1939	CCC Co. 1590, Fort Wayne Ind.	60
"	National Guard Armory, Gary	147
"	National Guard Armory, So. Bend	109
"	CCC Co. 1585, Frankton	129
"	Fort Benjamin Harrison	161
"	CCC Co. 1596, Brookville	49
"	National Guard Armory, Evansville	59
"	CCC Co. 1599, Henryville	76
April 13, 1939	CCC Co. 1592, Bluffton	25
"	CCC Co. 556, Angola	20
"	National Guard Armory, So. Bend	72
"	National Guard Armory, Gary	153
"	CCC Co. 1582, Monon	40
"	CCC Co. 1587, Lafayette	33
"	CCC Co. 1589, Lebanon	31
"	CCC Co. 589, Lagro	33
"	CCC Co. 1585, Frankton	65
"	National Guard Armory, Indianapolis	184
"	CCC Co. 1536, Mitchell	150
"	National Guard Armory, Terre Haute	200
"	CCC Co. 522, Jasonville	81
"	CCC Co. 559, Washington	88
"	CCC Co. 3550, Princeton	42
"	CCC Co. 2583, Tell City	45
"	CCC Co. 3564, Versailles	30
"	CCC Co. 1590, Fort Wayne	5
"	CCC Co. 1596, Brookville	25
"	CCC Co. 1598, Wadesville	10
"	CCC Co. 1599, Henryville	7
April 20, 1939	CCC Co. 522, Jasonville	29
"	National Guard Armory, Terre Haute	47
"	National Guard Armory, Indianapolis	17
"	CCC Co. 559, Washington	15
"	CCC Co. 1592, Bluffton	10
		2247

Signature and Title of Staff Member Preparing Report

Indiana
Name of State

K. ROSTER OF CCC JUNIOR SELECTEES AND REPORT OF ACCEPTANCE OPERATIONS, CCC FORM 4

This form is to be filled out in quadruplicate, listing the priority in which the selectees are to be examined and enrolled. In addition to the requested information at the top of the form, the local selecting agent is to list only the selectee's name and address in Columns "A" and "B". Alternates should be listed last and so indicated. A typewriter must be used in filling out this form.

On the afternoon of the day before date of operation of acceptance stations, the local selecting agent will give to the acceptance officer or his representative, who will call at the office of the local selecting agent, all four copies of CCC Form 4, along with the application memorandums for all selectees notified to report for enrollment. See Section G of Chapter III.

The second duplicate copy of this form will be returned to the local selecting agent completely filled out by the acceptance officer. The original copy will be sent to Headquarters Indiana District, first duplicate to the State Selecting Agency, and the fourth duplicate will be retained in the CCC company files.

The copy which is sent to the local selecting agent is to be filed in chronological order in the CCC correspondence file.

Supply of this form is to be requisitioned from the State Selecting Agency as needed by the local selecting agent.

See copy of this form at the end of this section.

CCC FORM 4

PAGE NUMBER ____

ROSTER OF CCC JUNIOR SELECTEES AND REPORT OF ACCEPTANCE OPERATIONS

COUNTY _____, INDIANA

ACCEPTANCE DATE _____

(CCC SELECTING AGENT'S SIGNATURE)

(INDICATE TYPE OF SELECTEES: THAT IS, "WHITE JUNIORS" OR "COLORED JUNIORS")

(CCC ACCEPTANCE STATION LOCATION)

A. NAME OF SELECTEE	B. ADDRESS OF SELECTEE	C. FAILED TO REPORT	D. RECEIVED	E. REFUSED EXAMINATION	F. ELOPED BEFORE ACCEPTANCE	G. EXAMINED	H. REJECTED	I. ALTERNATE NOT NEEDED	J. ACCEPTED	K. ENROLLED IN CAMP	L. ELOPED BEFORE SHIPMENT	M. SHIPPED	N. DESTINATION (CCC CAMP) OR REASON FOR REJECTION
O. TOTALS BROUGHT FORWARD	* * *												* * *
P. TOTALS (CARRIED FORWARD)	* * *												* * *

NOTE: SEE BACK OF FORM FOR INSTRUCTIONS

2937-8-8-39

INSTRUCTIONS TO LOCAL SELECTING AGENT

CCC FORM NO. 4 IS TO BE FILLED OUT IN QUADRUPLICATE, LISTING THE PRIORITY IN WHICH SELECTEES ARE TO BE EXAMINED AND ENROLLED. IN ADDITION TO THE REQUESTED INFORMATION AT THE TOP OF THE FORM, YOU ARE TO LIST ONLY THE SELECTEE'S NAME AND ADDRESS IN COLUMNS "A" AND "B". ALTERNATES SHOULD BE LISTED LAST AND SO INDICATED. TYPEWRITER MUST BE USED IN FILLING OUT THIS FORM.

ON THE AFTERNOON OF THE DAY BEFORE DATE OF OPERATION OF ACCEPTANCE STATIONS, YOU ARE TO GIVE TO THE ACCEPTANCE OFFICER OR HIS REPRESENTATIVE ALL FOUR COPIES OF CCC FORM NO. 4, ALONG WITH THE APPLICATION MEMORANDUMS. KINDLY REFER TO PAGE 5, CHAPTER 3, ITEM 3 OF THE CCC HANDBOOK FOR INSTRUCTIONS ON PRIORITY LIST.

THE SECOND DUPLICATE COPY OF THIS REPORT WILL BE RETURNED TO YOU, COMPLETELY FILLED OUT. THIS FORM WILL BE VALUABLE TO YOU IN MAKING YOUR CCC REPORT TO THIS OFFICE, AND IN KNOWING THE FINAL DISPOSITION OF EACH SELECTEE PRESENTED.

INSTRUCTIONS TO ARMY ACCEPTANCE OFFICER

REPORT FORM TO BE OBTAINED IN QUADRUPLICATE FROM SELECTING AGENT ON AFTERNOON OF DAY BEFORE DATE OF OPERATION OF ACCEPTANCE STATION. ALL FOUR COPIES TO BE COMPLETED. ORIGINAL COPY TO DISTRICT HEADQUARTERS, FIRST DUPLICATE TO STATE SELECTING AGENCY, SECOND DUPLICATE TO LOCAL SELECTING AGENCY, FOURTH DUPLICATE TO BE RETAINED IN COMPANY FILES. APPLICATION MEMORANDUMS OF THOSE LISTED IN COLUMNS "C", "E", "F", "H", "I", OR "L" TO BE RETURNED TO LOCAL SELECTING AGENT WITH THIRD COPY OF REPORT. COLUMN "K", "ENROLLED IN CAMP", WILL BE COMPLETED ONLY WHEN ACCEPTANCE STATION ALSO OPERATES AS ENROLLMENT STATION. RECAPITULATION OF REPORT TO BE MADE ON USUAL PROCUREMENT REPORT FORM TO DISTRICT HEADQUARTERS. ORIGINAL COPY TO DISTRICT HEADQUARTERS, AND FIRST DUPLICATE COPY TO STATE SELECTING AGENCY, TO BE MAILED IN THE FIRST MAIL, SO AS TO BE RECEIVED ON DAY FOLLOWING DAY'S OPERATION.

L. FORECAST OF JUNIOR APPLICANTS AVAILABLE FOR CCC ENROLLMENT, CCC FORM 5

This report will be requested by the State Selecting Agency before each quarterly enrollment. The form will be furnished by the State Selecting Agency and the local selecting agent will be requested to fill out the form and return the original copy to the State Selecting Agency on the date specified. A bulletin will accompany this form advising the factors to be taken into consideration in making the estimates.

The duplicate copy is to be retained in the office of the local selecting agent in chronological order in the CCC correspondence file.

See copy of this form at the end of this section.

CCC FORM 5

Quarterly Enrollment Period
FORECAST OF JUNIOR APPLICANTS AVAILABLE FOR CCC ENROLLMENT

Based Upon Reports as of _____

To: Supervisor, CCC Selection

County _____

From: _____
Local Selecting Agent

Date _____

CLASSES OF APPLICANTS	Actual number of completed and pending applications now on file in local offices of eligible and qualified juniors who desire to be selected during the next quarterly CCC Enrollment		Estimated number of additional applicants, who have not yet applied, who will be eligible and available for CCC selection during the next quarterly CCC enrollment.	
	WHITE	COLORED	WHITE	COLORED
	Age 17 18-23	Age 17 18-23		
1. How many eligible applicants with dependents who are now receiving relief, work relief, or other public assistance, will desire to be selected during the next quarterly CCC enrollment?				
2. How many additional eligible applicants with dependents who are eligible to receive (but not actually receiving) relief, or other public assistance will desire to be selected during the next quarterly CCC enrollment?				
3. How many additional eligible CCC applicants with dependents who are not receiving or eligible to receive relief, but whom a CCC allotment would help to maintain a normal standard of living, will be eligible and available for CCC selection during the next quarterly CCC enrollment?				
4. How many additional eligible CCC applicants without dependents, eligible to make deposits instead of allotments, will be eligible and available for selection during the next quarterly CCC enrollment?				
5. Total eligible CCC junior applicants available for selection during the next quarterly CCC enrollment.				

P-3757-8-22-39

M. JUNIOR APPLICANTS, ELIGIBLE AND AWAITING SELECTION, CCC FORM 6

This report is requested by the State Selecting Agency on the first of each month. The local selecting agent is requested to secure the information from the preliminary applications, CCC Form 1 (Revised), which are on file as of the last day of the month. From the preliminary applications, the local selecting agent will be able to determine whether the applicant is from a family receiving relief or eligible for relief, but not receiving relief, or whether he represents a non-relief family and is unemployed and in need of employment.

This form is to be prepared in duplicate, the original to be mailed to the State Selecting Agency and the copy to be filed in chronological order in the CCC correspondence file of the local selecting agent.

Supply of this form is to be requisitioned from the State Selecting Agency as needed by the local selecting agent.

See copy of this form at the end of this section.

CCC FORM 6

JUNIOR APPLICANTS - ELIGIBLE AND AWAITING SELECTION

Date _____

County _____

To: Supervisor, CCC Selection

From: _____
Local Selecting Agent

As of _____ there were on file in this office
last day of month
the following number of active applications of unemployed, unmarried young men between the ages of 17 and 23, who desire to be selected for the Civilian Conservation Corps.

	White	Colored
1. Relief and eligible for relief	_____	_____
2. Unemployed and in need of employment	_____	_____
3. Total applications	_____	_____

_____
Signature of Staff Member Preparing Report

P-3756-8-22-39

N. LETTER TO SELECTEES, CCC FORM 7

This form letter is to be used by the local selecting agent in notifying the selectees of the date, time, and place of acceptance. Selectees are to be notified immediately after the local selecting agent is notified by the State Selecting Agency of the date, time, and place of acceptance.

Supply of this form is to be requisitioned from the State Selecting Agency as needed by the local selecting agent.

See copy of this form at the end of this section.

CCC FORM 7

DEPARTMENT OF PUBLIC WELFARE
STATE OF INDIANA
141 South Meridian Street
Indianapolis, Indiana

Dear CCC Selectee:

You have been selected as one of the applicants for enrollment in the Civilian Conservation Corps. Before you become a member of the CCC, it will be necessary for you to pass a physical examination. Will you please report to the Examining Officer at _____ for your examination? You should come prepared to leave immediately for camp.

We are very happy that you have been selected, and we know that you are looking forward to this new experience. Furthermore, that you will take advantage of the many opportunities which the Corps offers you.

You will find everything quite strange at first and will have to adjust yourself to the routine and regulations of the camp. It will only be a short time, however, until you will feel at home and enjoy the friendship of the other enrollees.

You must cooperate with your Company Commander, his officers, the Educational Adviser and the Camp Superintendent. They are your friends and are ready to help you. Don't be afraid of telling them of your problems for they are interested in you. You must obey camp regulations and remember that a uniform system must prevail if a group of people are to be governed efficiently.

Write home often. It will help you to overcome any homesickness you may have and your folks will be interested in knowing what you are doing and how you are getting along.

The CCC is accomplishing lasting, worthwhile work in conservation of our natural resources, and you should be proud to have the opportunity of helping to carry on this important work. It is not a charitable organization and you are expected to do a honest day's work for the benefits received by you and your folks at home.

You will be enrolled for a period of six months. Should you, during this period of enrollment, have the opportunity to accept private employment, be sure that it is of a permanent nature before you accept it, as former members cannot be re-enrolled for a period of six months from the date of their discharge.

Work for an honorable discharge, since it will greatly assist you in obtaining employment after you leave the CCC. An administrative or dishonorable discharge will make you ineligible for re-enrollment in the CCC.

Take advantage of the educational, vocational, and recreational opportunities offered and profit by your enrollment.

Very truly yours,

Virgil Sheppard

Virgil Sheppard, State Director
CCC Selection

2812-7-29-39